



2018 Great Lakes Chamber Music Festival Internships Job Description

The Great Lakes Chamber Music Festival occurs for two weeks each June, with 20+ concerts presented throughout southeast Michigan. Since its inception in 1994, the Festival has brought a rotating contingent of world-class musicians to metro Detroit, creating an event of national significance. Under the leadership of Artistic Director Paul Watkins, the 2018 Festival runs from June 9-23.

The Great Lakes Chamber Music Festival announces the following internship position for the 2018 Festival season:

- **Marketing & Public Relations**

Details and the job description are listed below. Please visit www.greatlakeschambermusic.org for more information on the Festival and its artists.

Internship Program Details

Professional Development

In addition to administrative tasks, interns will participate in Arts Management Information Sessions (AMIS) with each member of the Festival staff to learn more about their roles within the organization and their educational background. Interns will have the opportunity to ask each staff member for advice about working in the arts administration field.

Other opportunities for professional development include mock interviews with Board members, networking events and staff professional development seminars.

Documentation Requirements

Interns are asked to compile a work sample portfolio and maintain a project list during the work period. You will also meet with your supervisor(s) for mid-term and final reviews to discuss challenges/successes and your overall experiences.

Marketing & Outreach Intern

Time commitment: May 1, 2018, to June 29, 2018. Approximately 24 hours/week from April until June 4 when hours increase to 40/week. Must be available to work weeknights and weekends in June.

Job Summary & Responsibilities: Reports to Marketing Associates and Internship Program Director.

Responsibilities include:

- Assisting in printing concert programs, inserts and program notes;
- Proofing printed materials, creating email blasts, and social media posts;
- Identifying appropriate locations for advertisements and distributing promotional materials;
- Taking and processing ticket orders from patrons and donors;

- Compiling reports on sales and audience-related data;
- Assisting with general duties in the Festival office as well as at concerts and events;
- Developing and implementing strategies to increase ticket sales and Festival visibility;
- Providing clerical support in the Festival office, including assistance with development mailings;
- Assisting with stewardship of donor benefits and making phone calls to donors;
- Assisting with front of house duties;
- Performing Subscription renewal calls and,
- Other tasks as assigned.

Qualifications: Applicants should have a strong interest in the field of arts administration, and knowledge of chamber music is preferred. Those currently enrolled in music business/administration degree programs are encouraged to apply. Excellent communication and problem-solving skills are required, as well as keen attention to detail and organizational skills. A personal laptop computer is required. Reliable transportation and a valid driver's license are both required. During the internship period, personal transportation will be used. Candidates must be able to work all hours listed, including evening and weekend hours.

Compensation: Minimum \$600 stipend plus transportation reimbursement given to GLCMF intern. Course credit is possible if the student wishes to pursue and provides appropriate paperwork (credit not required).

Application Process

To apply for an internship, please submit the following:

- Completed application, found at greatlakeschambermusic.org/about/job-openings
- Current resume
- One Letter of Recommendation from someone knowledgeable of your work ethic and experience

Submit all materials via mail or e-mail to:

Great Lakes Chamber Music Festival
 Attn: Internships
 24901 Northwestern Highway Suite 312
 Southfield, MI 48075
 Email: tooson@art-ops.org

Questions? Contact Chloe at tooson@art-ops.org. No phone calls please!

All application materials must be received by Friday, April 13, 2018.

Testimonial from a Past Festival Intern

"I really appreciated the chance to intern at the Great Lakes Chamber Music Festival because I was challenged in new ways that allowed me to grow both professionally and personally. Working in such an intense environment fostered my first sense of work-life balance and taught me the important lesson of being able to let go of imperfections while still being focused and adaptable to changing situations. I encountered a new level of responsibility with this internship that required me to master my communication skills and use creativity to solve problems on my own. "

– Elizabeth A., *Intern during the 2015 Festival*