



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 9-24.

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

- **Production & Artistic Intern**

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 seminar.

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 overall experience.

Production & Artistic Intern

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

Job Summary & Responsibilities: Reports to the Operations & Events Associate and Internship Program Director. Intern responsibilities include:

- Setting up and staffing rehearsals and concerts;
- Setting up and breaking down the stage before, during and after concerts;
- Compiling minutes for the Festival repertoire;
- Compiling and distributing artist folders;
- Transporting equipment to and from concerts;
- Assisting with artist arrivals, departures, and hospitality arrangements for artists;

- Acting as a liaison between artists and staff;
- Informing Festival participants of rehearsal and concert schedules; and
- Other tasks as assigned.

Qualifications: Applicants must have a strong musical background and desire to gain experience in the field of arts administration. Those enrolled in music business/administration or performance degree programs are encouraged to apply. Candidates should have excellent communication and problem-solving skills, organizational skills, professional demeanor with artists, and the ability to work in a fast-paced environment. A personal laptop is highly recommended. Reliable transportation and a valid driver's license are required. Applicants must be comfortable operating a large vehicle such as a pick-up truck or van and should be prepared to use their own personal vehicle. Candidates must be able to work all hours listed, including evening and weekend hours. Heavy lifting up to 50 pounds is required.

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 6, 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. As a vocalist, working primarily with string and wind players at this internship also presented a new learning opportunity that increased my own musical knowledge and will likely enhance my career in music. "

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