



## 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:

- **Patron Engagement & Development Intern**

Details about the job description are listed below. Please visit [www.greatlakeschambermusic.org](http://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 experience.

---

### Patron Engagement 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 Office Manager and Patron Engagement Associate; provides support to senior staff.

- Assists in the Festival office and works box office at concerts and events;
- Acts as attendee liaison, contributing to and expanding the patron experience at all times;
- Implements ticketing plan and organization; trains volunteers on ticketing procedures;
- Contributes to general volunteer management;

- Manages backend and frontend of ticketing software;
- Takes phone calls from ticket buyers and donors, processes ticket orders;
- Assists with front of house duties at events;
- Works on Development projects as needed pertaining to benefactor, sponsor, host, and patron engagement and appreciation, databasing, research and data analysis;
- Create and manage concert sponsor and promotional slide show;
- Other tasks as assigned.

**Qualifications:** Applicants should have a strong interest in the field of arts administration. Knowledge of chamber music is preferred. Those enrolled in music business/administration degree programs with box office experience are encouraged to apply. Excellent communication and problem-solving skills are required, along with keen attention to detail and organization. A personal laptop computer is required. Reliable transportation and valid driver's license are also required. Personal transportation will be used during the internship period. 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 student wishes to pursue and provides appropriate paperwork (credit not required).

## Application Process

**To apply for an internship, please submit the following:**

- Completed application form, found at [greatlakeschambermusic.org/about/job-openings](http://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](mailto:tooson@art-ops.org)

**Questions?** Contact Chloe at [tooson@art-ops.org](mailto: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**