SUMMER OF THE ARTS
ARTIST & PERFORMER RELATIONS INTERN

Position Summary: The Artist & Performer Relations Intern assists the Executive Director with the management of all artist and performer preparations. This role will be responsible for pre-season duties such as communicating with artists and performers and assembling their promotional materials for inclusion on the website and social media platforms, and in newsletters. At the Iowa Arts Festival, they will help to coordinate the Art Fair and Emerging Artist Area. At the Iowa City Jazz Festival (and limited times at the Iowa Arts Festival), they will work backstage periodically to provide a clean space and maintain necessary food/beverage requests. Summer of the Arts is a small arts nonprofit that produces 8 events per year. We want an individual that will creatively engage with the organization and promote it and its festivals to the community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the Iowa City area. **Must be able to work in a fast-paced environment and manage multiple tasks and assignments at the same time.**

Hours: This in-person internship is 9 hours per week; festival weekends run 12-15 hours per day for all staff and interns. There will also be required staff/training meetings throughout the semester. Dates and times will be communicated when all interns submit their availability. Internships run January 23-July 15, 2023. **You must be available to work the following dates: June 2-4 and June 30-July 2 (festival weekends), and 3 Friday/Saturday evenings over the course of the summer to assist with weekly events.**

Compensation: This is an unpaid internship, but it may qualify for academic credit or the 0-credit transcript. We highly encourage students to take it for credit; please speak to your academic advisor about eligibility. While unpaid, there will be nonprofit workshops and networking opportunities offered throughout.

Essential Duties and Responsibilities

**Artist Relations**

- Oversee online artist and emerging artist applications for the Iowa Arts Festival and the Iowa City Jazz Festival
- Respond to all artist inquiries and communicate information related to the art fairs
- Input and track artist information in master database
- Assist with Artist/Art Fair promotion and artist recruitment
- Coordinate artist marketing information for use on website, social media and in newsletters
- With Executive Director, determine artist booth layout, assignments, and artist parking
- Oversee artist hospitality for the Iowa Arts Festival
- Create artist survey at the conclusion of each festival and email to all participants

**Performer Relations**

- Help with contract management and performer communications
- Track performer information/bios/photos for use on website, social media and in newsletters
- Work with Executive Director and staff to fulfill hospitality requests

**Performer Operations**

- Assist backstage hospitality coordinators to ensure the area is clean and stocked with appropriate items
- Coordinate poster autographs

Knowledge, Skills and Qualifications:

- Motivated self-starter with good time management and organizational skills; strong on follow-through
- Excellent verbal and written communication skills; an effective listener and team player
- Strong degree of integrity and high ethical approach to all aspects of assigned responsibilities
- Knowledge of standard software including Microsoft Office and Google suites
- Experience in event- or arts management, marketing, communications, or public relations preferred
- Experience in customer service, hospitality, or retail industries a plus

Outcomes

- Develop/strengthen industry-appropriate writing, communication, and technical skills
- Problem-solve individually and think on your feet in the office and at festivals
- Understand nonprofit structures, organizing principles, and community impact

Position reports to: Lisa Barnes, Executive Director

Email 1) cover letter and 2) resume to: Andrea Truitt: andrea@summeroftheARTS.org

Summer of the Arts | 319 E. 1st St. Iowa City, IA 52240 | 319-337-7944 | www.summeroftheARTS.org