SUMMER OF THE ARTS
EVENT MANAGEMENT INTERN

Position Summary: The Event Management Intern will assist the Production Manager with the management of all festival operations and logistics. 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. This intern must have strong communication and people skills and maintain confidentiality regarding vendor and operations information.**

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

Festival Operations and Logistics Coordination
- Assist Production Manager with festival operations and logistics: learn how large-scale events are coordinated
- Assist with placement of tents, stages, generators, dumpsters, port-o-potties, vehicles and parking
- Coordinate and manage food vendor applications and requirements and serve as their contact during festivals
- Inventory and organize festival operations equipment and supplies
- Assist with any festival-related tasks as needed
- With Production Manager, meet with all relevant City and operational partners to confirm logistics

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 suite and Google suite
- 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: Chris Cervantes, Production Manager and Lisa Barnes, Executive Director

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