



2017-18 Development Work-Study Position

The University Musical Society (UMS) is a leading multi-disciplinary performing arts presenting organization. While proudly affiliate with the University of Michigan, UMS is an independent arts non-profit organization. Over 50% of what it takes to present a UMS season comes from generous individual contributions, corporate sponsorships, foundation and government grants, endowment income, and proceeds from benefit events. UMS offers approximately 70 performances (September through May) each season by top-ranking international artists including symphony orchestras, dance and theater companies, and a wide array of chamber music ensembles, solo recitalists, jazz artists, world music artists, opera, choral groups, and special attractions performed in several diverse University and community venues.

This work study position provides experience to students who have an interest in the related fields of development, communications, and arts administration. Students make a commitment to work an average of 10 hours per week. Students will receive valuable experience and contacts in many aspects of the performing arts and development, and tickets to most UMS performances.

TO APPLY: Please go to the Student Employment Office Website and apply for this position. In addition, please forward your combined cover letter and resume to ralesko@umich.edu.

JOB TITLE: Development Work-Study Student
DEPARTMENT: Development
REPORTS TO: Annual Giving Manager

SUMMARY DESCRIPTION:

The Development Work-Study Student will offer support for key fundraising initiatives, donor communications, and reports. Projects will range from fundraising initiatives like Giving BlueDay, to research/data gathering and analysis for grant reports and donor stewardship communications. In addition, this position will assist with developing and designing event invitations, annual report, ads, newsletters, and donor impact stories. Opportunities are also available in graphic design, social media, creative thinking, and/or writing/editing.

REQUIRED HOURS: Average of 10 hours per week, mostly during regular business hours (9-5 pm). May entail some event support during evenings and weekends.

PRIMARY DUTIES:

- Help collect, analyze, and synthesize UMS data for Donor Communications & Development Reports.
 - Assist in preparing & executing Donor marketing communications (letters, emails, stewardship reports, invitations) and content generation for email stewardship and social media fundraising campaigns.
 - Assist in responding to internal and external requests of the Development Department.
 - Help maintain departmental information on databases (Tessitura/Ticketing System, DART).
 - Opportunities available for creativity & graphic design (paid print ads and invitation design).
 - Whenever possible, special projects will be assigned that reflect personal interests and career goals.
 - If availability allows, provide on-site staffing for Development events.
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Specific Qualifications:

- Strong writing and research skills.
- Ability to take the initiative, and work both independently and collaboratively in a fast-paced environment.
- Strong interpersonal skills and willingness to work with diverse communities.
- Be reliable, flexible, self-motivated, and meticulous.

Desired Qualifications:

- Experience with Microsoft Office, and Adobe Creative Suite (InDesign, Photoshop, and Acrobat Reader).
- Have an interest in the performing arts/culture.