



2017-18 Artist Services Work-Study Position

The University Musical Society (UMS) is a leading multi-disciplinary performing arts presenting organization. While proudly affiliated with the University of Michigan, UMS is a separate non-profit organization that supports itself through ticket sales, individual and corporate contributions, foundation and government grants, endowment income, and proceeds from benefit events. UMS offers approximately 70 performances (September through April) 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 arts administration. Students make a commitment to work an average of 10 hours per week. Students will receive valuable experience and contacts in many fields of the performing arts, and tickets to most UMS performances.

To apply:

Go to the Student Employment Office (SEO) Website and apply for this position. In addition, please forward your combined cover letter and resume to umsinternships@umich.edu.

JOB TITLE: UMS Artist Services Work-Study Student
DEPARTMENT: Production / Programming / Education
REPORTS TO: Artist Services Manager, Production Director

SUMMARY DESCRIPTION: Provide event support for UMS with a wide range of duties related to the presentation of seasonal concert performances as well as receptions and educational residency activities related to these performances.

REQUIRED HOURS: Average of 10 hours per week including many evenings and weekends, Blocks of 3-4 daytime hours a few days a week are particularly helpful. A flexible schedule is required – some weeks require more hours than others and some specific date availability is necessary. Hours will be assigned bi-monthly when possible based on UMS's calendar of events and each particular artist's needs.

PRIMARY DUTIES:

Production/Programming Events:

- Serving as a backstage support at UMS concerts alongside of Production & Artist Services staff to visiting artists, being available for errands, artist transport, and addressing last-minute artist or event needs
- Shopping and set up of dressing rooms and backstage hospitality prior to artist arrival, strike and load-out supplies and equipment following events
- Assist with backstage crowd control and other various artist needs following concerts
- Oversee catering set-up and strike as needed
- Gather program changes and encores for post-concert reports
- Assist Front-of-House staff with merchandise sales and signings, load-out of programs, etc.
- Drive/transport artists to airport, hotel, and venues as needed in University vehicles
- If possible, interns will be assigned special projects that reflect personal interests and career goals.



Education Events:

- Represent UMS at education events and residency activities along side of Education staff and visiting artists, including pre-performance lectures, school day performances, master classes, in-class/school visits, artist interviews, pre/post-performance receptions, and teacher workshops
- Set up and strike chairs and materials for events
- Greet and welcome the public at events
- Oversee catering/hospitality set-up and strike as needed
- Assist with crowd control at events
- Usher at youth performances as needed
- Airport and Hotel-Event artist transport as needed
- Gather statistical information for Education Event Evaluations
- Take photographs at events for the Education archives

In-Office:

- Prepare artist welcome packets and letters, making arrangements for translation when necessary
 - Help track Production budget expenses
 - Other duties as needed
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Specific Qualifications:

- Demonstrate excellent interpersonal skills, professionalism with the public and high-profile artists, the ability to work with persons from diverse backgrounds and the ability to keep sensitive information confidential.
- Be reliable, flexible, patient, enthusiastic, and outgoing
- Excellent attention to detail
- Ability to take initiative and work independently, remaining calm and level-headed in a potentially stressful environment
- Routinely moves equipment and supplies weighing up to 50 lbs. across campus and between other various locations for event needs in University Vehicles and at times by hand trucks or other wheeled equipment.
- Working knowledge of Microsoft Word, Excel and Google Applications

Desired Qualifications:

- This position involves traveling and transporting supplies and equipment to various locations on and off campus using various modes of transport.
- This position involves transporting artists to and from the airport, and between local accommodations and various venues on and off campus using university vehicles.
- Event coordination , hospitality industry or catering experience is helpful
- Pursuit of college degree in area of fine arts, design, communications, or English is helpful but not necessary.
- Have an interest in the performing arts and/or arts administration and its related fields

UMS offers student opportunities in several departments. More at ums.org.