



## 2017-18 Education and Community Engagement 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 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 arts administration. Students make a commitment to work an average of ten 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](mailto:umsinternships@umich.edu).

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**JOB TITLE:** Education Work-Study Student  
**DEPARTMENT:** Education and Community Engagement  
**REPORTS TO:** Campus Engagement Specialist

**SUMMARY DESCRIPTION:** Students will work with the Education and Community Engagement (ECE) staff on a range of projects involving the planning and production of over 100 learning events per season (master classes, workshops, artist meet-&-greet, youth performances, receptions, and meetings).

**REQUIRED HOURS:** Average of 10 hours per week, split between office support during regular working hours and event support during evenings and weekends.

### PRIMARY DUTIES:

- Research and development content for UMS Learning Guides
- Provide on-site staffing at ECE events
- Assist with pre-event logistics (prepare materials; transport artists, presenters, and supplies to events) and assist with post-event logistics (payment processing, follow-up communication and correspondence)
- Assist in planning and developing ECE artist residences and special programs and initiatives
- Assist in preparing & executing ECE marketing mailings (letters, postcards, brochures, etc) and content generation for e-mail marketing pieces
- Help maintain departmental archives/databases (Event Statistics, Tessitura/Ticketing System, Feedback and Research Files, Program Evaluations)
- Assist in responding to internal and external requests of the ECE Department
- Whenever possible, special projects (including producing an event) will be assigned that reflect personal interests and career goals

**SPECIFIC QUALIFICATIONS:**

- Have an interest in the performing arts or arts administration
- Have evening and weekend availability to work on a regular basis.
- Have strong writing and research skills
- Have strong interpersonal skills and willingness to work with diverse communities
- Be reliable, flexible, self-motivated, and meticulous
- This position routinely moves equipment and supplies weighing up to 50 pounds across campus and various other locations for event needs.

*UMS offers student opportunities in several departments. See more at [ums.org](http://ums.org).*