



14/15 Internship and Work-study Program

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 internship provides experience to students who have an interest in the related fields of arts administration. All interns, whether unpaid or paid as a part of the government work-study program, make a commitment to work an average of ten hours per week. Interns will receive valuable experience and contacts in many fields of the performing arts, and tickets to most UMS performances.

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

SUMMARY DESCRIPTION: Provide event support for UMS on 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 primarily during evenings and weekends, however 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 based on UMS's calendar of events.

PRIMARY DUTIES:

Production/Programming Events:

- Represent UMS at concerts along side 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, through run and strike and load-out supplies following events
- Assist with backstage crowd control 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.
- Airport and Hotel-Venue Runs to transport artists as needed
- 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, youth performances, master classes, study clubs, 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
-

Specific Qualifications:

- Have an interest in the performing arts and/or arts administration and its related fields
- Demonstrate excellent interpersonal skills, professionalism with the public and high-profile artists, and the ability to work with persons from diverse backgrounds
- Be reliable, flexible, 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 weighing up to 50 lbs. across campus for various venue and event needs.
- Working knowledge of Microsoft Word, Exel and Google Applications

Desired Qualifications:

- This position involves traveling to various locations on and off campus to transport artists to and from the airport, and deliver materials.
- Event coordination , hospitality industry or catering experience is helpful
- Pursuit of college degree in area of fine arts, communications, business, or English is helpful.