



Year-Round Internship Projects

Community Engagement / Levitt Pavilion Internship

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ArtsQuest is looking for a passionate and dedicated intern to assist the Executive Director of the Levitt Pavilion with engaging the Bethlehem community through a variety of tasks and projects. The intern will also play a major role in the 50+ free concert events that take place at the Levitt Pavilion every summer. This program combines marketing practices with event planning to allow the intern to gain valuable non-profit experience with a community-centered organization. It also provides an opportunity for the intern to experience the business side of booking and managing concerts as well as fundraising and communicating directly with the community impacted by Levitt Pavilion events.

Requirements may include:

- Event planning, working with volunteers, keeping track of backstage operations
- Being a part of the contract signing process
- Concert reporting, providing ticket sale statistics to music royalty companies
- Traveling between several ArtsQuest locations and off-site assignments
- Interns will be present at the majority of the 50 free concerts performed at Levitt Pavilion during the summer months, including all 10 days of Musikfest
- Writing for internal and external publications
- Conducting research and compiling data
- Students are required to work at least **16-24** hours per week or as needed to fulfill credit requirements

Qualifications:

- Must be currently enrolled in a full time undergraduate or graduate degree program with the ability to earn internship credit
- Students must be comfortable interacting with people and organizations
- Strong written and verbal communication skills
- Possess a valid driver license and a reliable mode of transportation
- Attention to detail and proficient analytical skills
- An interest or passion for the arts
- Prior experience with event planning is a plus

The internships listed above are generally available year-round except where noted. If you are interested in one or more of the internships listed above, please follow the **Application Instructions, Selection Process and Timelines** and **FAQ's** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.