



## Year-Round Internship Projects

### Performing Arts Internship

#### Performing Arts Internship

The Performing Arts Intern will assist the VP of Programming with the scheduling, planning, and executing of ArtsQuest events. With several different performance venues, programming can vary wildly and the Performing Arts Intern will play a role in making these events come to life. This internship is specifically designed for those studying Performing Arts Management, Music Management and Music Law and **may not be available every semester**. Please inquire early for future consideration.

Responsibilities may include:

- Assist with the coordination of all performers and event production as they relate to Musikfest and Christkindlmarkt
- Assist in review of materials submitted by artists, coordination of maintaining on-going performer files, and review of performer contracts as they relate to producing events
- Involvement with securing necessary resources to fulfill performer riders and contracts
- Assist with sound and light companies and securing staging companies
- Involvement with visual aspects of events, i.e. stage layout/design, visual site design

Qualifications:

- Currently enrolled in a full time undergraduate or graduate degree program with a focus in performing arts management, arts administration, music management or music law.
- Excellent verbal and written communication skills
- Prior knowledge of or experience in event planning
- An interest or passion in the arts
- Ability to work independently and as part of a team in a fast paced environment
- Able to set and adhere to strict deadlines

Most of the internships listed above are available year-round, except where noted. If you are interested in one or more of the internships listed above, please follow the **Application and Timelines** posted on our website at [www.artsquest.org/info/internships](http://www.artsquest.org/info/internships) for all the details for qualifying and applying.