



Year-Round Internship Projects

Programming Internship

The Programming Intern will assist the Programming Department with the scheduling, planning, and execution of ArtsQuest and Levitt Pavilion SteelStacks events. With several different performance venues, programming can vary wildly, and the Programming Intern will play a role in making these events come to life. This internship is specifically designed for those studying Arts Administration, Music Management and Music Law. Please inquire early for future consideration.

Responsibilities may include:

- Assist with the coordination of all performers and event production as they relate to Musikfest, Levitt Pavilion SteelStacks and other festivals
- 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 day of show concert responsibilities on-site and on a weekly basis, responsibilities including but not limited to hospitality, merch, runner, staff/band communications, announcements and event set up/tear down
- Interns will be required to work at least **16-24** hours per week or as needed to fulfill credit requirements.

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
- Basic knowledge of Microsoft Word and Excel
- 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
- Prior experience with staging and sound equipment is a plus
- Must be available nights and weekends
- Driver's license and readily available car/vehicle for runner duties

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 for all the details for qualifying and applying.