



## 16/17 Programming Internship/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 April) 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 10 hours per week. Interns 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 if you have a Work Study Award. In addition, please forward your combined cover letter and resume to [umsinternships@umich.edu](mailto:umsinternships@umich.edu).

**JOB TITLE:** Programming Intern/Work-Study Student  
**DEPARTMENT:** Programming/Production  
**REPORTS TO:** Senior Programming Manager and Associate Programming Manager

**SUMMARY DESCRIPTION:** Gain experience in all areas of artistic programming for a multi-disciplinary arts presenter. Provide support on a wide range of duties related to the programming and presentation of seasonal concert performances.

**REQUIRED HOURS:** Average of 10 hours per week mostly during weekday hours (9am-6pm). Students are also required to work at performances and education events which frequently occur during evenings and weekends.

### PRIMARY DUTIES:

#### Programming Office:

- Assist in correspondence with international artist management and agencies
- Assist in the editing of performance program books
- Oversee event post-concert follow up
- Assist in artist/event logistics planning and implementation
- Manage regional and national press archives
- Manage seasonal signed artist photo archive
- Maintain 137-year-old UMS artist, repertoire, and photo archive
- Assist with transition of archive from document-based to online format
- Whenever possible, interns will be assigned special projects that reflect their personal interests and career goals.

#### Performances and Events:

- Represent UMS at performances and education events alongside Production, Programming, and Education staff and visiting artists, being available for errands, artist transport, and addressing last-minute artist or event needs
- Set up backstage dressing rooms and hospitality prior to and strike and load-out supplies following events
- Assist with crowd control
- Oversee catering set-up and strike as needed
- Gather program changes and encores for post-concert reports



**BE PRESENT**

- 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
- Usher at youth performances 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
- Excellent verbal/written communication skills
- Strong command of writing, editing, and proofreading skills
- Excellent organizational skills and attention to detail
- Be reliable, flexible, outgoing, patient, and enthusiastic
- Required computer skills: working knowledge of Microsoft Word and Excel, Google Drive
- Ability to take initiative and work independently in a deadline-sensitive environment

**DESIRED QUALIFICATIONS:**

- This position involves traveling to various locations on and off campus to deliver materials
- Pursuit of college degree in area of fine arts, communications, business, or English preferred

*UMS offers student opportunities in several departments. Please follow this link to find the complete list [ums.org/about/jobs-internships](http://ums.org/about/jobs-internships).*