



Lifeline Event/Production Administration Summer Intern Job Description

Reporting to the Operations Director and Production Manager, the Lifeline Event and Production Administration intern is responsible for providing support for the Glenwood Avenue Arts Festival (GAAF), a community arts festival, and the Production Department to manage the 2018/2019 season.

Ideal Start Date: May/June 2018

End Date: Open but must be available to work through August 19, 2018 (intern must be able to work the entire weekend of GAAF from August 17–19)

Hours: Hours will depend on production schedule and will include weekend and evening availability as well as day time office hours one or two days per week

Duties may include but are not limited to:

- Glenwood Avenue Arts Festival
 - Attend planning meeting and take notes
 - Assist with social media
 - Assist with artist communication
 - Assist with festival permit application process
 - Assist with food and beverage needs
 - Assist with volunteer coordination
 - Other duties as identified
- Production Administration:
 - Assist with the generation and distribution of contracts
 - Create production calendars and contact sheets
 - Attend design and production meetings
 - Assist with rehearsal/event set up and take down
 - For Touring KidSeries production, exposure to:
 - Scenic Load In
 - Electrics hang/focus
 - Possible exposure to designer interview/hiring process
 - Depending on start date, exposure to *Neverwhere* tech process
 - Other duties as identified

Qualifications:

- Strong interest in the arts
- Ability to multi-task
- Excellent attention to detail
- Excellent problem solving skills
- Strong organization skills
- Comfortable working on solo projects as well as collaborating with a team
- Ability to meet project deadlines

Applicants must be current college sophomores, juniors, seniors or recent graduates.