

General Information about the UFPA Internship Program

An internship with University of Florida Performing Arts is a wonderful opportunity for learning, experience, and networking. There are approximately 12-15 interns in various departments throughout the different areas of University of Florida Performing Arts.

Although you may obtain an internship in a specific UFPA department, experience is not limited there. The opportunity always exists to work in all areas of the UFPA, from administration to accounting, marketing to operations. This is also a great way to meet other interns and learn about what they are doing with UFPA. The intern network has great potential.

Some of the benefits for interning with UFPA include opportunities to see and/or work at some of our performances, experiencing a professional and friendly work environment, exploring the Phillips Center, University Auditorium and Baughman Center, and much more. You will be expected to complete at least 10 hours per week, for either a semester or a year-long commitment. There is a possibility of having your internship count as class credit, which should be investigated further if you are interested. Professional dress and behavior is expected, as you will be an integral part of the UFPA staff.

Please look over the information below of what will be generally required of you as an intern, as well as the descriptions for each department. Direct all questions about the internship program to Amy Douglas at adouglas@performingarts.ufl.edu.

AS AN INTERN AT UNIVERSITY OF FLORIDA PERFORMING ARTS WE ASK THAT YOU

1. Consider intern work a serious, professional commitment.
2. View the position as valid and important.
3. Represent UFPA at all times, in an appropriate and responsible manner.
4. Be aware of and abide by the policies and procedures of UFPA.
5. Act as a member of the UFPA team when working with other interns and staff.
6. Follow the project description and accept supervision.
7. Be prompt and reliable when reporting for work and follow through on any and all commitments.
8. Record your intern hours.
9. Communicate with your supervisor, faculty advisor and the intern coordinator to resolve any concerns.
10. Dress in an appropriate manner for the position to which you are assigned.
11. Attend at least **two** UFPA-presented events each semester. As an intern, you may request two complimentary tickets for any UFPA-presented performance (if available). Comp tickets may be requested no more than one week prior to the performance by e-mailing the Intern Coordinator.

AS AN INTERN AT UNIVERSITY OF FLORIDA PERFORMING ARTS YOU MAY EXPECT TO

1. Work at a position that is worthwhile and challenging, with freedom to use existing skills and/or develop new ones.
2. Receive sufficient, ongoing training with clear and specific directions from your supervisor.
3. Feel that, along with UFPA staff, you are an important part of a team by having your accomplishments recognized in both formal and informal ways.
4. Receive periodic feedback.
5. Meet and work with a variety of people.
6. Receive a letter of reference upon satisfactory completion of your internship.

Internship Job Description: Administration Intern

Department: Director's Office
Reports to: Assistant Director/Director

Description: Work with the Assistant Director and Director to provide support in assisting the overall organization in a variety of areas including artist relations, accounting, event management, patron relations, education and other areas as deemed appropriate.

Requirements: Work 10 to 20 hours per week.
Occasional evening and weekend work requested, based on performance/special event schedule.

Job Description:

Primary Duties:

- Assist in the Areas of:
 - Event contracting
 - Artist material review and research
 - Technical rider amendments
 - Educational activities
 - Database processing

Qualifications:

- Excellent written and verbal communication skills
- Attention to detail
- Strong and mature phone presence
- Ability to work in a deadline sensitive environment
- Have an interest and background in the administrative side of the performing arts
- Ability to take initiative and work independently
- Required computer skills: E-mail, Internet, Microsoft Word and Excel
- **Desired qualification:** Pursuit of a college degree in arts administration, theater, music, dance, business or international studies.

Presentation: As this position represents the Director's office, shorts, jeans, t-shirts and flip-flops are not appropriate dress. Business casual dress is recommended.

Internship Job Description: Development Intern

Department: Development
Reports to: Development Coordinator and Director of Development

Description: Work with the Development Coordinator and Director of Development in various aspects of fundraising for University of Florida Performing Arts.

Requirements: Work 10 to 20 hours per week.
Occasional evening and weekend work requested, based on performance/special event schedule.

Job Description:

Primary Duties:

- Donor Research and Records
- Special Event Planning and Follow-up
- Board of Directors Relations
- Annual Donor Campaign

Qualifications:

- Excellent written and verbal communication skills
- Attention to detail
- Strong and mature phone presence
- Ability to work in a deadline sensitive environment
- Have an interest and background in the performing arts
- Ability to take initiative and work independently
- Required computer skills: E-mail, Internet, Microsoft Word and Excel
- **Desired qualification:** Pursuit of a college degree in arts administration, theater, music, dance, business, event management or international studies.

Presentation: As this position works both in the Phillips Center and the UF Foundation, shorts, jeans, t-shirts and flip-flops are not appropriate dress. Business casual dress is required.

Internship Job Description: Marketing and Communications Intern

Department: Marketing
Reports to: Marketing Coordinator

Description: Work with the Marketing Coordinator to provide support to the department in the area of promotion.

Requirements: Work 10-15 hours per week.

Job Description:

Primary Duties:

- Implement promotions for specific performances.
- Distribute flyers and posters off campus.
- Assist the marketing coordinator as needed.
- Database upkeep.

Qualifications:

- An interest and background in marketing or public relations.
- Excellent written and verbal communication skills.
- Excellent attention to detail and proofreading skills.
- Ability to work in a deadline sensitive environment.
- Required computer skills: E-mail, Internet, Microsoft Word and Excel.
- Ability to take initiative and work independently.
- Reliability, flexibility and enthusiasm.
- Pursuit of a college degree in arts administration, marketing, communications, journalism, public relations or fine arts.
- A car and valid driver's license is a plus.

Internship Job Description: Operations Intern

Department: Operations
Reports to: Operations Director

Description: Work with the Operations Director to provide support in assisting the overall organization in a variety of areas including artist relations, facility and event management, scheduling, technical planning, and other areas as deemed appropriate.

Requirements: Work 10-20 hours per week.
Occasional evening and weekend work requested, based on performance/special event schedule.

Job Description:

Primary Duties:

- Assist in the Areas of:
 - Facility Rental contracting
 - Artist hospitality and technical requirements
 - Technical rider review and event planning
 - Summary and distribution of event information
 - Review and reporting of event expenses
 - Database processing

Qualifications:

- Excellent written and verbal communication skills
- Attention to detail
- Strong and mature phone presence
- Ability to work in a deadline sensitive environment
- Have an interest and background in technical management for performing arts
- Ability to take initiative and work independently
- Required computer skills: E-mail, Internet, Microsoft Word and Excel
- **Desired qualification:** Pursuit of a college degree in arts administration, theater, music, dance, business or event management.

Presentation: Professionalism in personal presentation is required. Business casual dress is recommended.

Internship Job Description: Performance Sponsorship Intern

Department: Development
Reports to: Performance Sponsorship Coordinator

Description: Work with the Performance Sponsorship Coordinator and other Development staff in various aspects of fundraising for University of Florida Performing Arts.

Requirements: Work 10 to 15 hours per week.
Occasional evening and weekend work requested, based on performance/special event schedule.

Job Description:

Primary Duties:

- Special event planning and follow-up
- Sponsorship research, reporting, and records
- Coordinate acknowledgement letter/receipts for sponsors
- Support staff for fundraising events
- Support staff for major campaign efforts
- Maintain accurate and up-to-date databases, including detailed records and tracking of activities
- Contracting/liasing with existing/potential funders
- Drafting fundraising outreach materials
- General administrative assistance

Qualifications:

- Excellent written and verbal communication skills
- Attention to detail
- Strong and mature phone presence
- Ability to work in a deadline sensitive environment
- Have an interest and background in performing arts
- Ability to take initiative and work independently
- Required computer skills: E-mail, Internet, Word and Excel
- Interest in fundraising and public relations
- **Desired Qualification:** Pursuit of a college degree in arts administration, theatre, music, dance, business, event management

Presentation: As this position works with both the Phillips Center for the Performing Arts and the UF Foundation, shorts, jeans, t-shirts and flip-flops are not appropriate dress. Business dress is required.

Internship Job Description: Student Marketing Team

Department: Marketing
Reports to: Director of Marketing

Description: The members of the Student Marketing Team work with the Director of Marketing to increase student awareness and attendance of the programs presented by UFPA.

Requirements: Work 10-15 hours per week
Attend weekly team meeting

Individual Job Descriptions:

Job Title: Student Marketing Team Leader (1 position)

Primary Duties:

- Assist the Director of Marketing in coordinating meetings, schedules and other activities of the Student Marketing Team.
- Track the efforts of the team.
- Coordinate the distribution of posters on campus and to student apartment complexes.
- Other duties as assigned.

Qualifications:

- An interest or background in marketing or public relations.
- An interests or background in the performing arts.
- Excellent written and verbal communication skills.
- Ability to work in a deadline sensitive environment.
- Ability to take initiative and work independently.
- Computer skills: Internet, E-mail and Microsoft Word.
- Experience with Access a plus.
- Pursuit of a college degree in arts administration, marketing or public relations.
- Junior or senior level status.

Job Title: Electronic Marketing Intern (1-2 positions)

Primary Duties:

- Update the UFPA profiles on Facebook and MySpace.
- Update the intern pages on the UFPA web site.
- Assist with the updating and development of UFPA web site.
- Assist with UFPA e-mail campaigns.
- Research and develop new ways for UFPA to use electronic marketing to promote performances to UF students and others.

Qualifications:

- An interest or background in marketing.
- An interest or background in the performing arts.
- Excellent written and verbal communication skills.
- Excellent attention to detail and proofreading skills.
- Computer skills: Internet, E-mail, Access and Microsoft Word.
- Experience in podcasting highly desirable.
- Experience with wordpress or HTML and PHP or wordpress manipulation a plus.
- Pursuit of a college degree in computer science, communications or marketing.

Job Title: Promotions Intern (2 positions)

Primary Duties:

- Work with local businesses that cater to the student market to promote upcoming UFPA performances.
- Plan and host “student parties” at the Phillips Center to promote awareness of UFPA performances and programs.

Qualifications:

- An interest or background in public relations or event planning.
- An interest or background in the performing arts.
- Excellent written and verbal communication skills.
- Excellent attention to detail and proofreading skills.
- Computer skills: Internet, E-mail and Microsoft Word.
- Pursuit of a college degree public relations or event planning.
- Sophomore, junior or senior level status.

Job Title: Media Relations Intern (1 position)

Primary Duties:

- Increase student awareness of programs through print and radio.
- Write and pitch stories to print media geared toward students.
- Create angles and pitch stories to radio media geared toward students.
- Work with student run media and student centered media to promote UFPA events.
- Other duties as assigned.

Qualifications:

- An interest or background in public relations.
- An interests or background in the performing arts.
- Excellent written and verbal communication skills.
- Excellent attention to detail and proofreading skills.
- Computer skills: Internet, E-mail and Microsoft Word.
- Pursuit of a college degree in public relations.
- Must have completed or be currently enrolled in MMC2100 (Mass Communication) and JOU3103 (Reporting).
- Junior or senior level status.
- Previous publication in print or electronic media a plus.

Job Title: Research and Data Analysis Intern (1 position)

Primary Duties:

- Tracks efforts of student marketing team's promotions.
- With Director of Marketing and team input, creates student surveys.
- Execute student surveys (with team's assistance).
- Summarizes data findings and reports back to team and Director of Marketing.
- Assists Director of Marketing with non-student audience analysis.
- Researches what other Major University Presenters are doing in terms of student marketing and data capture/analysis.
- Other duties as assigned.

Qualifications:

- An interest or background in marketing.
- An interest or background in the performing arts.
- Excellent written and verbal communication skills.
- Excellent attention to detail and proofreading skills.
- Computer skills: Internet, E-mail, Microsoft Word and Excel.
- Experience with Access a plus.
- Sophomore, junior or senior level status.