Internship Job Description: Operations Intern

Department: Operations
Reports to: Director of Operations / Technical Director

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

Requirements: Work 10-15 hours per week.
Attend bi-weekly intern meetings.
Attend at least 2 UFPA-presented performances per semester.
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
- Planning and execution of student events

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.