

SAN FRANCISCO ETHNIC DANCE FESTIVAL

2017 Internship

Are you interested in a career in arts management? Do you wonder what it really takes to put on a festival?

World Arts West seeks a motivated and enthusiastic individual pursuing a career in arts administration or event production to join our tight-knit team to produce the **2017 Annual *San Francisco Ethnic Dance Festival***. The internship focuses on managing administrative and program-related tasks to develop a comprehensive view of how the *San Francisco Ethnic Dance Festival* is produced. Participation in weekly staff meetings and all phases of planning will allow the intern hands-on experience with administration, production, marketing, and fundraising.

Develop networks within our Bay Area dance community and learn about world cultures; be a part of World Arts West; support our mission, "The World United Through Dance".

Description

Provide administrative and event support to Marketing, Operations, Development, and Production staff. These tasks include, but are not limited to the following:

- General administrative support including reception, filing, database entry, and mailings
- Artist outreach, communication, and scheduling
- Volunteer recruitment and database management
- On-site logistical support in lobby and backstage at *Festival* events
- Social media and website updates
- Video documentation, edits, uploads
- Maintain *Festival* archives
- Hospitality solicitations and orders
- Backstage merchandise management

Skills and Qualifications

- Good interpersonal skills
- Strong computer skills (Microsoft Excel, Word)
- Adobe Photoshop and website content management experience a plus
- Excellent organizational and written communication skills
- Ability to work independently as well as in public arenas
- Excellent attention to detail and follow-through
- Experience performing a variety of tasks in a fast paced environment in a support role
- Background or strong interest in production, arts administration, performing arts, traditional dance, and music

Term of Internship and Compensation

- **Internship period:** Negotiable
- **Required event dates:**
Technical Meetings: One weekend in May 2017 (dates to be determined)
Festival: July 6-9, 12-17, 2017 (includes evenings)
- **Transportation stipend:** \$80/month

Apply:

Submit cover letter and resume to info@worldartswest.org. Do you have questions? Call us at 415.474.3914