



2017 Winter Internship Job Description

ArtOps announces the following internship for the 2017 winter:

- **Marketing & Development Intern**

ArtOps provides a customized suite of managerial services for non-profit arts organizations to help foster organizational development and capacity so that arts organizations may reach their full potential. We offer expertise and staff services in the areas of strategic planning, board building, development and marketing so that our client organizations can focus on their artistic and creative missions.

The ArtOps LLC, wholly owned by Detroit Chamber Winds & Strings, was formed to clarify the relationship between the performing ensemble of DCWS and the collaborative business model. DCWS has become known as a champion of administrative collaboration and has been sharing this alternative business model with small and medium non-profit organizations since 1992. In 2010, DCWS was named *Crain's* "Best Managed Non-Profit."

Current ArtOps partners and clients include:

- Detroit Chamber Winds & Strings
- Great Lakes Chamber Music Festival
- Eisenhower Dance
- Detroit Passport to the Arts (DP2A), a program targeting next-generation arts patrons
- Motor City Brass Band
- Cabaret 313
- InsideOut Literary Arts Project
- Madrigal Chorale

This internship will include projects with many of the organizations listed above. Please visit each organization's website to learn more about their missions and programs.

Details and job descriptions for the internship are listed below.

Marketing & Development Intern

Time commitment: Maximum of 20 hours/week from January through April. Must be available during regular business hours of 9 a.m.-5 p.m., though chosen days to work are flexible during the week.

Job Summary & Responsibilities: Reports Operations & Events Associate; provides support to Director of Marketing & Public Affairs and Institutional Giving Officer. Responsibilities include:

- General assistance in the ArtOps office including: answering phones, taking ticket orders, and prepping for concerts;
- Designing and proofreading printed materials and email blasts;

- Designing and proofreading concert programs and inserts for different concert series;
- Assisting with community outreach and audience development initiatives;
- Posting on event calendars and social media sites;
- Identifying appropriate locations for advertisement and distributing promotional materials;
- Processing reservations and assigning tickets for Detroit Passport to the Arts;
- Coordinating logistics for events related to Detroit Passport to the Arts;
- Compiling and reporting on audience-related data;
- Assisting with development tasks, including researching potential funders and assisting with solicitation mailings;
- Assisting with special events;
- Filing and organizing PR, Marketing, and Development materials including music library, CD recordings, photos, printed pieces, and audience data.

Qualifications: Applicants should have a strong interest in the field of arts administration; knowledge of music and/or dance is preferred, but not required. Those currently enrolled in music business or arts administration degree programs, and/or those with a background in design and photography are encouraged to apply.

Candidates must have excellent writing, communication and problem-solving skills, keen attention to detail, and a team-oriented attitude. Candidates must have reliable transportation.

Compensation: A stipend of \$1,000 will be offered. Course credit is possible if student wishes to pursue and provides appropriate paperwork (credit not required).

Application Process

To apply for the internship, please submit the following:

- Completed application
- Current resume
- Letter of recommendation from someone knowledgeable of your work ethic and experience
- Cover Letter (recommended)

Submit all materials via mail, fax or e-mail to:

ArtOps

Attn: Internships

24901 Northwestern Highway, Suite 312

Southfield, MI 48075

Fax: 248-559-2098

Email: hoplamazian@detroitchamberwinds.org

Questions? Contact Brooke at: hoplamazian@detroitchamberwinds.org (No phone calls please!)

All application materials accepted until position is filled.