

## **2017 Summer Intern, For ONE REEL**

Founded in 1972, One Reel is a non-profit multi-disciplinary arts organization striving to inspire audiences to become year round arts patrons; challenging artists to create and explore; and training the next generation of arts & events industry professionals. Currently One Reel produces City of Music Career Day, Theatre Career Day, Literary Career Day, Pianos in the Park, The Mayors Arts Awards, and Bumbershoot's Essential Character programming.

### **Position Duration:**

10 week Internship: Monday, July 6<sup>th</sup> – Friday, September 8<sup>th</sup>

### **Position Summary:**

This internship will allow candidates to sit in on all of the booking, production, marketing/PR and artist logistics process meetings, and otherwise learn the day-to-day, nuts-and-bolts operations involved in creating and organizing large scale arts events. Primarily working on Pianos in the Parks, Mayors Arts Awards, One Reel's annual Fundraiser in the Space Needle, and portions of Bumbershoot. Interns will learn about artist selection, contracting, public relations, production, operations, and how to manage obligations onsite by helping nail down every last detail with artists, programming partners, and other key stakeholders.

### **Responsibilities:**

- Process performing artist contracts and other large-scale administrative duties, including composing cover letters for mailings, data entry, and filing.
- Scheduling, tracking and updating the Social Media calendar
- Assist in event operations and production, including on-site management.

### **Qualifications:**

- High level of initiative, positive, "can do" attitude, flexibility, teamwork and attention to detail
- Knowledge of and strong interest in all disciplines of art.
- Strong organizational and communication skills.
- Experience on Mac computers, Microsoft Office and Excel programs.
- Takes direction well.
- Able to be punctual, outgoing, and a quick thinker.
- Must be willing and available to work during event days:
  - Pianos in the Park (July 13<sup>th</sup> – July 31<sup>st</sup> including all weekends)
  - Bumbershoot: (Install/Event/De-install August 26<sup>th</sup> – September 5<sup>th</sup> including all weekends)
- Able to handle the intense mental and physical demands of onsite festival work (i.e. long hours, physical labor, large crowds, etc.)

### **Credit Requirement**

The Intern may receive academic credit for successful completion of the Internship assignment, including requirements of her/his academic program. It is agreed and understood that all academic credit is to be arranged by the Intern. One Reel shall use its best efforts to complete any documents reasonably required by the Intern to acquire such academic credit.

### **Compensation:**

This internship experience is unpaid. Intern and One Reel agree that intern shall be entitled to receive an expenses stipend of \$100/month for part-time (20-25) and \$200/ month for full-time (40), to cover incidental expenses, and a transit allowance of \$75/month.

### **How to Apply:**

Please email a letter of interest and resume as file attachments to [arts@onereel.org](mailto:arts@onereel.org)

Subject line: 2017 Summer Intern: *YOUR NAME*:

The position will remain open until filled, but applicants are encouraged to apply by June 26, 2017

No phone calls, please.