



## Special Events and Development Intern | 2018

### About ArtOps

ArtOps provides a customized suite of managerial services for non-profit arts organizations to help foster organizational development and capacity so that clients may reach their full potential. We offer expertise and staff services in the areas of strategic planning, board building, development and marketing to help our client organizations 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)
- Motor City Brass Band
- Cabaret 313
- InsideOut Literary Arts Project
- Madrigal Chorale
- Community Arts Highland Park

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.

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### Special Events & Development Intern

**Job Summary & Responsibilities:** Works closely on front-of-house operations for concerts and special events (such as galas and sponsor receptions) put on by ArtOps and its clients (see list above). Intern will assist ArtOps staff in ticketing, administrative preparation and packing for each event, as well as attend and work in the box office at concerts and at special events.

Development tasks include:

- Assist in planning the Great Lakes Chamber Music Festival's 25<sup>th</sup> Anniversary Celebration Gala;
- Support in development tasks, including researching potential funders;
- Work on development projects as needed pertaining to benefactor, sponsor, host, and patron engagement and appreciation, data-basing, research and data analysis;
- Attend Development Committee meetings;
- Contribute to solicitation of afterglow hosts for the Great Lakes Chamber Music Festival;
- Assist with artist hospitality management for the Great Lakes Chamber Music Festival;
- Prepare materials for Development Committee meetings;
- Support in the preparation of solicitation mailings;
- Contribute to general volunteer management;
- Edit materials related to sponsorship packages for the Great Lakes Chamber Music Festival;
- Management of the Great Lakes Chamber Music Festival opening night wine pull solicitation and tracking;
- Help in implementing the of Detroit Chamber Winds & Strings concert stewardship activities

Special Event tasks include:

- Coordination of special sponsor and donor receptions;
- Coordinating logistics for events related to "Detroit Passport to the Arts";
- Support front of house operations at events at various venues across metro Detroit;
- Assist in the ArtOps office before special events and concerts;
- Aid ArtOps staff as needed at special events; (set-up, assisting with auctions, raffles, attendee check-in/check-out)
- General administrative tasks in the ArtOps office including: answering phones, taking ticket orders from donors and sponsors;
- Support in packing for each event

**Time commitment:** Varies upon event, up to a maximum of 16 hours/week, January 2018 – May 2018. Must be available for performances and events on weekends and evenings. Must be available to work some hours in-office (Southfield, MI) on week days during regular business hours of 9 a.m.-5 p.m. Some hours of internship can be done remotely.

**Qualifications:** Applicants should have a strong interest in the field of arts administration and/or the performing arts. Previous experience in a box office position is preferred. Those enrolled in music business or arts administration degree programs and those with an interest in event management are encouraged to apply.

Candidates must have excellent communication skills, a professional, friendly demeanor, and the ability to work well in fast-paced environments. Candidates should also have strong organizational skills and a keen attention to detail.

Reliable personal computer device is required.

Reliable transportation and a valid driver's license are required.

**Compensation:** \$1,000 Stipend. Course credit is possible if student wishes to pursue and provides appropriate paperwork (credit not required).

### **Application Process**

**To apply for an internship, please submit the following:**

- Cover letter
- Completed application form (found on website: [detroitchamberwinds.org/about/job-opportunities](http://detroitchamberwinds.org/about/job-opportunities))
- Current resume
- One letter of recommendation from someone knowledgeable of your work ethic and experience

**Submit all materials via mail or e-mail to:**

ArtOps

Attn: Internships

24901 Northwestern Highway Suite 312

Southfield, MI 48075

Email: [tooson@art-ops.org](mailto:tooson@art-ops.org)

**Questions?** Contact Chloe at: [tooson@art-ops.org](mailto:tooson@art-ops.org) (No phone calls please!)

*All application materials accepted until position is filled.*