



ARTIST RELATIONS INTERN JOB DESCRIPTION

Your summer will be GRAND! Grand Performances is seeking a creative and motivated Artist Relations Intern to be a part of our 2017 summer season of free performing arts at California Plaza in downtown Los Angeles. Our Artist Relations Intern is a key member of our programming team focused on artist relations and house management activities.

Duties and Responsibilities

- Arrange for artists' travel, hospitality and venue credentials
- Manage front-of-house duties and merchandise sales, including cash and credit card transactions, reconciliation, disbursement and inventory at the end of concerts
- Coordinate off-site educational activities, master classes, community programs and special events
- Provide event support at post-show Artist Meet & Greets
- Professional correspondence with artists and artist management via letter, phone and email
- Attend weekly Grand Performances' full staff meetings
- Brochure and program distribution at the venue
- Provide general information and customer service to audience members as needed

Qualifications

- Must be available to work evening and weekends at all performances
- Outgoing individual with a passion for the arts and community building
- Excellent communication skills, both oral and written, are essential
- Knowledge of Word, Excel, Photoshop, InDesign, iMovie and Garage Band programs preferred
- Attention to detail and accuracy in cash-handling and merchandise-related areas
- Bilingual and retail experience a plus
- Video and photography experience a plus

Compensation

\$480/week for a 40-hour workweek (\$12/hour)

Dates

10 weeks between June 5 – August 25, 2017

Eligibility

Student eligibility for internship positions is limited to currently enrolled undergraduate college students who reside or attend college in Los Angeles County. Students must have completed at least one semester of college by June 1, 2017 or will complete their undergraduate degree between May 1- September 1, 2017 in order to be eligible to participate. Students who have already earned a BA, BS or a higher degree are not eligible. Students who have previously participated in the Los Angeles County Arts Internship Program are not eligible to participate a second time. Candidates are welcome from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts.

How to Apply to Internship

To apply, please include cover letter and resume as attachments in an e-mail with the subject line "Artist Relations Intern" to lahahn@grandperformances.org. No phone calls please.

For more information about Grand Performances visit our website www.grandperformances.org.

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 132 undergraduate interns will participate in the program this year at 119 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.