09/10 Internship and Work-study Program

The University Musical Society (UMS) is a leading multi-disciplinary performing arts presenting organization. While proudly affiliated with the University of Michigan, UMS is a separate non-profit organization that supports itself through ticket sales, individual and corporate contributions, foundation and government grants, endowment income, and proceeds from benefit events. UMS offers approximately 70 performances (September through May) each season by top-ranking international artists including symphony orchestras, dance and theater companies, and a wide array of chamber music ensembles, solo recitalists, jazz artists, world music artists, opera, choral groups, and special attractions performed in several diverse University and community venues.

This internship provides experience to students who have an interest in the related fields of arts administration. All interns, whether unpaid or paid as a part of the government work-study program, make a commitment to work an average of ten hours per week. Interns will receive valuable experience and contacts in many fields of the performing arts, and tickets to most UMS performances.

JOB TITLE: Multimedia (Audio/Video)/Social Media Intern
DEPARTMENT: Marketing & Communications
REPORTS TO: Public Relations Manager

SUMMARY DESCRIPTION: Work closely with the Public Relations Manager to implement new media innovation grant. The grant provides for the creation of web-based media content, specifically audio podcasts, video casts, and blogs. Intern should have a working knowledge of new media production, including video/audio editing (preferably with ProTools, FinalCut Pro, Adobe Premier, or similar software), video and audio recording, compressing content for distribution on the web, and a working knowledge of audio/video equipment. A major part of this internship includes researching and creating an in-house podcasting “studio.” Desired candidate will already have significant experience in this area, and perhaps ideally will be an Art and Design, Performing Arts Technology, or Screen Arts and Culture major.

The position will offer a great opportunity for creativity and growth, and the chance to work creating innovative new media for a major non-profit arts presenter.

REQUIRED HOURS: 10-15 hours per week during normal business hours (9am-6pm); this internship is project based, so hours may fluctuate according to workload. Please submit resume with related job/educational experience to umsinternships@umich.edu. Position pays $8.50/hour (work-study only).

PRIMARY DUTIES:

1. Assist Public Relations Manager with video shoots and audio interviews.
2. Act as a producer on various audio/video projects.
3. Log and capture footage.
4. Share editing responsibilities with Public Relations Manager.
5. Participate in creative development of in-house programming.
6. Assist in developing easy-to-use for equipment

Specific Qualifications:

• Audio/Video production and editing experience (FinalCut Pro, ProTools, Adobe Premiere, or similar program)
• An interest in the performing arts and/or arts administration and its related fields.
• Knowledge of new media production, creative uses of Web 2.0, social media trends
• Excellent attention to detail
• Ability to work in deadline-sensitive environment
• Ability to take initiative and work independently