



Event Operations Intern

Reports To: Event Operations Manager

Category: Part time, Internship, Non-exempt

Deadline: Apply by March 25, 2024

About The Guild: [The Guild of Artists & Artisans](#) (The Guild) is a non-profit, membership association of independent artists founded in 1973 in Ann Arbor, Michigan. Its mission is to promote community awareness, understanding and appreciation of the visual arts and to maintain a support network for artists, which provides educational, mentoring and marketing opportunities. It furthers this mission by: producing six fine art fairs annually, managing The [Gutman Gallery](#), and working with young artists in The Guild's [Emerging Artist Program](#)

Job Description: Assists with the planning, organization and on-site management of art fairs under the direction of the Event Operations Manager. This is a part time position or internship. This internship is for those interested in operations, event planning, management, and art-related non-profit administration. We are looking for an easy going, organized, and motivated individual who appreciates the value of the arts and is interested in helping support the backend and on-site production of event operations.

Weekly schedules can be flexible, but applicants should be available for an average of 15-20 hours per week (hours increasing during and leading up to events). Applicants must also be available on select weekends and evenings.

Duties:

- Support Event Operations Manager by working with vendors to confirm event deliveries/supplies, obtaining donations to support artist and staff hospitality, and other duties as assigned.
- Assist with training of volunteers and temporary staff
- Assist operations staff with all on-site aspects of art fairs
- Assist with the move-in and move-out of art fair exhibitors, sponsors and vendors
- Assist with management of on-site volunteers
- Support the functionality of fair programs and activities including: supplies, electricity, set-up, and clean-up
- Resolve conflicts as appropriate
- Represent the Guild in a professional manner
- Assist with other event-related duties as assigned

Desired Qualifications:

- Exceptionally strong written & verbal communication skills;
- Ability to interact effectively with staff, membership, the public, the board of directors and volunteers
- Strong organizational skills and attention to detail with proven ability to manage multiple tasks and priorities, plan ahead, anticipate and articulate program needs, and work independently
- Able to work well in a fast paced, high pressure environment

- Working knowledge of Google and Microsoft programs
- Excellent ability to identify problems and discover solutions; able to resolve conflicts in a calm and professional manner
- Well organized, punctual, and dependable
- Ability to remain calm and courteous in high stress situations

Compensation: Stipend distributed throughout internship [approx. \$3,000 total] and/or School credit.

Additional Perks: Valuable hands-on and professional experience in a non-profit setting; school credit; and opportunity to meet, collaborate, and network with artists and community members.

Eligibility: Interested individuals over the age of 18 are eligible for internships. The Guild provides equal opportunity to its applicants.

Schedule + Time Commitment: The Guild will work with interns individually to determine specific start and end dates, as well as weekly schedules. On average, interns should be available to work a weekly schedule of at least 15-20 hours per week with more hours during and around events. Ideal candidates will be available starting in April or early May through the duration of fair season (May-October). Interns must be available during the Ann Arbor Summer Art Fair (July 18-20) and should expect to work longer hours during those dates. Interns should be available to work some weekends and evenings to help support other events. Interns may work some hours virtually.

Transportation: The Guild of Artists & Artisans offices are located at 118 N Fourth Ave, downtown Ann Arbor, close to public transportation and several pay lots, as well as free neighborhood parking within walking distance. At this time, The Guild does not provide parking passes to any pay lots. Transportation will be the responsibility of the intern.

Full list of 2024 fairs: Garage Sale Art Fair (February 24), Art Birmingham (May 11-12), NINE Design + Homes Festival of the Arts (June 22), Ann Arbor Summer Art Fair (July 18-20), Perrysburg Hearts the Arts (August 16-18), Brighton Street Art Fair (August 23-25), Common Grounds' Birmingham Street Art Fair (September 28-29), A2 Artoberfest (October 12-13), and Royal Oak Market: Art Fair Edition (November 21-22).

Apply: Please submit your resume and cover letter in PDF format to the Event Operations Manager, Abby Woods by emailing abby@theguild.org