

Internship Proposal-SFJAZZ Production – Summer 2020

SFJAZZ Background:

SFJAZZ is a recognized international leader in jazz creation, presentation, and education. SFJAZZ explores the full spectrum of jazz—from the music's origins in the African American community, to its diverse present-day expressions around the world. As a 501c3 non-profit organization, SFJAZZ works to develop the audience for jazz in the San Francisco Bay Area and beyond. SFJAZZ celebrates jazz as a living art form, built on a constantly evolving tradition.

Internship Duration

The 2020 summer internship runs from **Friday, June 19th through Friday, August 14th**. Interns are with us for 9 weeks. Interns will work 2 -3 days per week. **Fridays are REQUIRED.**

Educational Objectives

SFJAZZ Production internship provides opportunities for hands-on experience working directly with our Stage Crew and indirectly with the Production administration team. The Production intern will have first-hand experience working on projects ranging from contract review, logistics (air & ground transportation, hotel accommodations), advancing a performance (DOS schedules, equipment and catering requests, etc), and working as a member of the stage crew. The Production intern should walk away with a thorough understanding of advance show planning as well as Day-of-Show execution.

Requirements

- Basic proficiency in audio, lighting, video and other technical stagecraft
- Basic proficiency with Google (calendar, Gmail, drive)
- Basic proficiency with Microsoft Office Suite: Word, Excel, PowerPoint
- Careful attention to detail (reading and interpreting contracts and technical riders)
- Strong interest in performing arts and jazz music
- Ability to work both independently and as part of a team
- Willing to take on projects big and small and adapt to a fast-paced environment
- At least 18 years of age

Project Plan

- One – two weeks working with Production Administration team
- Remaining weeks of internship working with Production Stage Crew and Event Technicians

Application Requirements

- Resume
- Cover letter stating the department you are interested in. Describe the experience you bring to these particular areas.
- Three professional or academic references
- Availability for an in-person interview in March and April. Skype and phone interviews will be considered for students who are abroad or far from California.

Our application deadline is on March 31, 2020

SFJAZZ is an equal opportunity employer, and is committed to a diverse and harmonious workplace.