



CLASSIC EATS ☆ RIVER BEATS

INTERNSHIP PROGRAM

The Mishawaka Amphitheatre is looking for summer interns to “run the show”. In this position you will learn to run a concert festival with experience in Marketing, Operations and Transportation. The positions pay up to \$150 per week and offer hands on knowledge of the music industry.



Operations supports our Venue Ops and Production Managers in running the shows.

- ◆ Arrives 2 hours before doors and stays through shuttle load out
- ◆ Responsible for liaising with Security Staff, Parking Staff, Shuttle Staff, Safety Staff(EMT's/Fire/), Venue Safety Person, and Shuttle Loading/Unloading - reports directly to Safety/Logistics Management
- ◆ Monitors shuttle email and venue phone continually throughout show
- ◆ Communicates shuttle arrival times from Shuttle Lead to Security Lead
- ◆ Assists Security in shuttle unloading by counting patrons as they leave the bus (allowing for security to answer questions and assist patrons)
- ◆ Assists Security with picking up drivers from Stove Prairie
- ◆ Monitors crowd and staff continually throughout the show communicating with mgmt and leads as necessary
- ◆ 1 hour before end of show drives bus drivers to Stove Prairie

Hospitality supports our Stage Manager and keeps the Rock Stars happy.

- ◆ Arrives 1 hour before band to set up green room and hospitality - refer to checklist and make it look professional. Ask MOD to approve before band arrives.
- ◆ Works with Production Manager to procure and manage band hospitality - hospitality order form, shopping list/G-H credit card form, Band Tabs form
- ◆ Completes Week Before, Day Before and Day of Show checklist

Marketing supports our marketing director making sure the shows are properly promoted.

- ◆ Works directly with Marketing Manager on tasks including:
 - Online Listings
 - Show/band "stalking"
 - Social Media postings
 - Blog content
 - Street team management

Transportation supports operations in particular regarding transportation systems which are critical to the shows.

- ◆ Works directly with Venue Ops and Transpo Manager on tasks including:
 - Shuttle capacity management
 - Communication with customers/shuttle customer service
 - On-site shuttle management
 - Venue staff communication
 - Shuttle maintenance/cleaning

QUALIFICATIONS/CAPABILITIES:

- ◆ Availability on weekends April – September
 - ◆ Organized and Detail Oriented
- ◆ Ability to multitask and work within a team environment
- ◆ Basic understanding of Microsoft Office, Google Drive and Dropbox
 - ◆ Ability to self-start and work independently

To be considered for this position, please submit your resume to Alana Rolfe <alana@themishawaka.com>