



SOMETHING COOL IS ALWAYS HAPPENING AT THE MISH...

Mishawaka Internship Job Description

The Mishawaka Amphitheatre is a 1000 seat venue located in the Poudre Canyon. This internship allows students who are interested in working in the music industry the opportunity to get hands-on operations, production, and marketing experience unlike any other internship in the industry. This internship includes opportunities to support venue operations, hospitality, marketing, and transportation.

Each intern will have a focused concentration in support of either operations and production, hospitality, marketing, or transportation. But all interns are expected to work all facets of venue operations during shows to provide a well rounded experience.

Schedule & Availability

- April-October Availability - *Weekends required*
- \$200 stipend per week per 10 hours plus of work
- Must be available up to 20 hours a week including: opening weekend for training (May 11-13th...also graduation weekend)
- Reliable transportation required

Operations & Production

Works directly with Venue Operations Manager on tasks including

- Weekly Tasks
 - Production Shed Inventory & Maintenance
 - Advancing w/local support
 - Show Folder & Venue Logistics Document Management
- Onsite/Week of Show
 - Responsible for liaising with Security Staff, Parking Staff, Shuttle Staff, Shuttle Lead, and Shuttle Loading/Unloading - Reports to Venue Operations Manager
 - Assists with security briefs about attendance, shuttles, special notes from Band Tour Manager, etc.
 - Monitors crowd and staff continually throughout the show communicating with mgmt and leads as necessary

Hospitality

Works directly with Venue Operations Manager on tasks including:

- Weekly Tasks
 - Wristband Inventory
 - Production Office Management
 - Greenroom Inventory

WWW.THEMISHAWAKA.COM ★ **970.482.4420**

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- Onsite/Show
 - Works with Production Manager and Tour Manager to procure and manage band hospitality - day before sheet, shopping list, and Band Tabs form
 - Completes Week Before, Day Before and Day of Show checklist

Marketing

Works directly with Marketing Manager on tasks including:

- Weekly Tasks
 - Online Listings
 - Show/band “stalking”
 - Social Media postings
 - Mishawaka Blog Management - Editing and content creation

Transportation

Works directly with Venue Ops and Transpo Manager on tasks including:

- Weekly Tasks
 - Shuttle marketing via email and social media (Facebook, Triptiva, Etix)
 - Communication with customers/shuttle customer service
 - Shuttle maintenance/cleaning at Chippers 830 North & organizing Transpo Office
- On-site shuttle and parking management
- Prepare parking and shuttle manifests for Venue Staff and Management

Desired Skills

No previous experience in the music industry required

- Strong verbal and written communication skills
- Organized
- Excellent time management
- Can-do attitude and desire to learn more about the industry

Please apply here by Friday, March 10, 2023:

<https://www.themishawaka.com/apply-for-the-mishawaka/>

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