



CONVENTION SHOW PRODUCTION INTERNSHIP

INTERNATIONAL CONVENTION

Description

The Barbershop Harmony Society is looking for a qualified intern to join our convention production team. Our events department produces an annual International Convention, and seeks an intern who can participate in various stages of event planning. During this internship, the student will assist the Show Producer/Production Director with various tasks relating to planning and execution of staged shows and other live events during the BHS International Convention. Tasks encompass multiple aspects of technical show production including setup and operation of audiovisual equipment, live event production, and on-site event management.

This intern should be prepared to work in a fast-paced team environment as well as being comfortable occasionally working alone, and will finish the internship having gained broad experience in various aspects of show production and management. The intern will actively participate in the planning and execution of shows and other live events for our international convention. Ideal program length is ten weeks: May 4th through July 11th.

Responsibilities

- Assist in planning and execution of multiple live events as a part of the International Convention
- Assist the Show Producer/Production Director with various tasks and projects in preparation for the Convention
- On-site coordination with volunteers, performers, hotel support staff, and the BHS Production Team
- Assist with setup and operation of various audiovisual equipment during the convention

Requirements

The Barbershop Harmony Society is looking for an undergraduate student with an interest in event planning and technical show production. This person should have excellent verbal and written communication skills, with extensive knowledge of the technical aspects of, and equipment used, for live event production. PowerPoint, Word and Excel proficiency is a bonus as well as experience in live sound production, and will be considered when choosing the best applicant for this internship position.

Internship Outcomes

At the end of this internship, you will...

- Have an overall understanding of show planning and execution
- Gain insight into the culture of a non-profit music association workplace
- Learn about talent contracts and memorandums of understanding
- Have experience completing tasks associated with planning staged events during a large-scale convention



HOW TO APPLY

The Barbershop Harmony Society is pleased to offer a variety of internships to those wishing to experience the inside world of a not-for-profit business. Interested candidates are invited to submit a letter of interest and résumé. You must apply online to be considered. Résumés sent by email or mail are not considered applications.

Apply online:

<https://barbershopharmonysociety.submittable.com/submit/112185/2018-barbershop-harmony-society-internship>

Barbershop Harmony Society
Megan Henderson, Internship Manager
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Because this is an internship, you may discontinue the internship at any time for any reason, and the Barbershop Harmony Society may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us. As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in the BHS retirement plan. During your internship, you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon the conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.