

## History, Arts and Nature Production Assistant

**Date of Internship:** Summer: May 15<sup>th</sup>-August 31<sup>st</sup>, 2012 or  
Fall/Winter: September 1<sup>st</sup>-December 31<sup>st</sup>, 2012Fall 2010

**Internship Description:** The HAND Event/Concert Production Assistant will assist with marketing and producing the interdepartmental (Music and PARD) concert series: “It All Starts in Austin Parks,” as well as serve the HAND division administrative office and cultural facilities with duties as needed. This is a full time internship who shares an office with the HAND Marketing Specialist and the concert series Production Coordinator, Room 206 in the Dougherty Arts Center, located on 1110 Barton Springs Road.

- The HAND Event/Concert Production Assistant is able to work full-time, which includes evening and weekends as needed.
- The HAND Event/Concert Production Assistant will be able to lift 30 lbs of event equipment such as tents, tables, chairs, but also have the capacity to provide great customer service to a diverse spectrum of City of Austin employees, concert participants, musicians and audiences.
- The HAND Event/Concert Production Assistant has basic computer skills; telephone and customer service experience and has reliable transportation

### Internship Goals:

- The primary goal for a HAND Event/Concert Series Production Assistant is to provide the Division staff with additional support in preparation, planning, and producing phases of Division special events and the concert series.

**Intern Qualifications:** Senior year undergraduate, graduate of Theatre, Event, or Parks and Recreation major or related field is REQUIRED. The student should be in good academic standing by college/university standards.

Is this a paid internship? No

**Intern Supervisor:** Laura Esparza, History, Arts, and Nature Division Manager and Melba Martinez, PhD, Culture & Arts Education Coordinator

**Division:** History, Arts, and Nature Division

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