



2018 PAS Internship

ORGANIZATION

The Percussive Arts Society (PAS) is the world's largest percussion organization, with over 5,000 members in over 80 Chapters across the United States and around the globe. PAS hosts the Percussive Arts Society International Convention (PASIC®) annually, featuring the top names in drumming and percussion.

Founded by PAS in 2009, Rhythm! Discovery Center features unique, interactive exhibits highlighting a rich collection of historic artifacts and hands-on percussion instruments. For more information, please visit pas.org, pasic.org, and rhythmdiscoverycenter.org.

DESCRIPTION

This position will focus on Rhythm! Discovery Center and PASIC as well as other PAS programs and initiatives. This individual will gain hands-on experience in an exciting, fast-paced environment while advancing career goals in the music industry, artist management, event production, museum logistics, marketing, and related fields.

DUTIES

In consultation with PAS staff,

- Staff museum admission counter, performing duties including, but not limited to ticket sales, merchandise, and general museum operations and maintenance;
- Serve as tour guide at Rhythm! Discovery Center as needed;
- Assist PAS Programs Manager with PASIC® production, artist logistics, gear transportation, PAS Gift Shop, and general event promotion both pre-event and onsite;
- Assist other members of the PAS team when needed in areas such as Marketing, Social Media, Finance, and Membership
- Other duties as approved by the Executive Director.

QUALIFICATIONS

1. Bachelor's degree; preferably in an arts-related or music industry field of study. A related degree will also be considered if matched with related experience below.
2. Knowledge and experience in event production.
3. Excellent public speaking and written communication skills.
4. Ability to interact with PAS/PASIC® staff and production & logistics team with a positive, teamwork approach.
5. Excellent interpersonal skills and courtesy with a variety of stakeholders.
6. Ability to prioritize and manage multiple tasks and areas of responsibility, to bring assigned tasks or projects to closure on deadline, and to give attention to details.

7. High level of computer literacy (Both PC and MAC), including working knowledge in Microsoft Office and Google Docs.
8. Willingness to work extended hours and perform expanded tasks as needed.
9. Strong belief in organization's mission.

If you feel you are proficient in another area, please include this in your cover letter.

SCHEDULE

Full Time

June 2018 – November 2018

*Starting and ending dates are flexible

*must be available to work both Saturday and Sunday in the summer months. PAS Intern will still have 2 consecutive full days off each week.

LOCATION

Percussive Arts Society
110 W Washington St, Suite A
Indianapolis, IN 46204

COMPENSATION

\$1,250 monthly stipend

Parking included

APPLICATION PROCEDURE

Please send résumé, three references, & detailed cover letter **no later than Friday, May 11** to:

Joshua Simonds

Executive Director, PAS

jsimonds@pas.org.

SELECTION PROCESS

Applications will be paper-screened and those exhibiting superior qualifications will be invited to interview. No phone calls please.