



SUMMER FEST 2019

Community Outreach Marketing Intern

The Summer Fest Community Outreach Marketing Intern will identify and cultivate promotional relationships with community organizations, oversee and execute a marketing presence at community events in the months leading up to Summer Fest, execute our Buskers (Street Performers) Program and oversee the recruitment and organization of the Info Team, a special group of volunteers that provide information about SJZ as an organization during Boom Box events along with acting as information guides for Fest attendees at Summer Fest. This rigorous position in a fast-paced, collaborative environment is a great opportunity for an individual interested in gaining exposure to the non-profit arts sector while adding practical experience to their résumé.

Internship Duties

- Research and update a document listing promotional contacts in Silicon Valley community groups
- Make contact with community groups, providing information and offers to promote Summer Fest; report on participation that comes from these efforts.
- Manage Buskers (Street Performers) Program, recruiting applicants, organizing information for judging, securing promo from the artists, monitoring attendance
- Recruit, instruct and supervise volunteers at community events leading up to the Fest, in line with SJZ marketing priorities
- Assist in the development of the volunteer Summer Fest Info Team

Summer Fest Duties, August 9-11

- Instruct and supervise the Info Team. Ensure the team is well versed about San Jose Jazz and has all up-to-date marketing collateral to distribute throughout the 3-day Fest.
- Execute Buskers Program, monitoring attendance and delivering honorarium checks to performers at the end of their shift(s).
- Other tasks, as assigned

Suggested Skills

- Excellent written and verbal skills
- Strong organizational skills and attention to detail
- Interest in community building
- Outgoing and diplomatic personality, with the ability to lead others
- Knowledge of Microsoft Office applications
- Experience with Google Drive is a plus
- Grace under pressure and creative problem solving
- Passion for live music!

Time Commitment

200+ hours, beginning by early June and ending August 23.

Start date of the position is flexible, but it should begin by June 3. A May start date is ideal. Scheduled hours should be two-three days per week in our downtown San Jose office, ramping up to 40 hours per week two-three weeks before the event. Attendance and work during all open hours of the Fest from Friday, August 9–Sunday, August 11, is mandatory. Reporting and de-brief activities will be done from August 12–23.

A \$1,000 stipend will be given upon completion of all duties on August 23. Passes for Summer Fest and other events will be provided, as available, on a case-by-case basis. To apply for this internship, contact Marketing Associate Kelly Quinlan at kellyq@sanjosejazz.org. Please supply résumé of past experience and a short statement of interest in the position along with a schedule of availability.

About San Jose Jazz

Founded in 1986, San Jose Jazz is a public benefit corporation celebrating jazz as a dynamic, evolving art form and is producer of the annual San Jose Jazz Summer Fest and Winter Fest. With its singular music programming and innovative educational offerings, San Jose Jazz preserves the jazz tradition while actively supporting the next generation of performers within the genre and beyond. In 1987 San Jose Jazz produced its first Winter Jazz Series; in 1990 it produced its first jazz festival; and in 1993 it produced its first youth education program. San Jose Jazz is a dynamic, region-wide organization presenting over 160 events annually.