



Operations Internship

WaterFire Sharon is a series of innovative, multi-sensory performance events scheduled for late-summer/early-fall each year on the Shenango River and within downtown Sharon. A start-up 501(c)(3) arts organization, the mission of WaterFire Sharon is to aid in the revitalization of the region, foster community engagement, highlight a diverse range of artists and creatively transform the city of Sharon for all to enjoy. Created by Barnaby Evans in the mid-1990's, WaterFire Providence completely transformed the city, community and people by delivering a public art form that came to symbolize the city's effort to make the arts a major player in downtown revitalization. WaterFire Sharon is a replication of Barnaby Evans's work tailored uniquely to the Shenango River with 50 brazier locations and a collaborative blend of programming with national and local artists.

Work Schedule:

Part-time 15-20 hour/week flexible schedule between the hours of 9:00 a.m. and 6:00 p.m. Monday through Friday. Occasional evening and weekend work may be required in addition to regular schedule.

Job Summary:

The WaterFire Operations internship provides a unique learning opportunity for individuals interested in careers involving strategic operational business planning and/or performance production. This position offers invaluable hands-on training and experience through participation in assignments that allow for the practical application of academic knowledge and the development of strategic planning, operations and production skills. Interns will work in such areas as volunteer development, public relations, technical production, environmental preparation, job orientation and training, procurement and strategic planning.

This position reports directly to the Director of Operations who is responsible for managing all operational aspects of the river production portion of WaterFire Sharon performance events along with the development and management of over 100 production volunteers. Internships are available in the Spring, Summer and Fall.

Education Requirements:

Working towards a Bachelors Degree or Masters Degree in Management, Operations, Arts Administration or Management, Technical Theater or Environmental Science.

Desired Qualifications:

- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities
- Be able to effectively manage multiple complex functions and achieve goals and objectives
- Be able to work independently, under pressure and handle multiple projects simultaneously
- Have strong verbal communication skills
- Ability to work independently and complete assigned tasks within identified timeframes
- Positive attitude, flexibility and problem solving mentality
- Patience and the ability to teach others new skills

Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Assist in strategic planning for upcoming event series while operating within budget
- Assist in preparing boats, wood, torches, docks and braziers for event performances
- Assist in the organizing of fundraisers and VIP events
- Assist in providing volunteers with adequate orientation and training
- Prepare riverbanks and river for performance events
- Basic clerical and reception functions
- Community outreach and recruitment of volunteers
- Correspondence (including composition of thank you letters) with volunteers, other agencies, organizations and groups
- Obtain price quotes and bids for the procurement of necessary production materials
- Confirm meetings in advance and prepare required materials
- Promote WaterFire Sharon events at fairs, expos, etc.
- Maintain Volunteer database and record volunteer time
- Assist in the development of Volunteer newsletters and brochures
- Assist in the development of a Volunteer rewards program
- Help to coordinate security, parking, litter and traffic control with necessary City representatives

To apply for this position send cover letter and resume to:

WaterFire Sharon
Operations Intern
Dayna Shaw Sear
7 West State Street, Suite 301
Sharon, Pennsylvania 16146

Or email pdf documents to
dayna@comm-foundation.org
please put WaterFire Sharon Operations Intern in subject line