



2026 PASIC Internship

ORGANIZATION

The **Percussive Arts Society (PAS)** is the world's leading percussion organization, serving more than 7,000 members across nearly 70 chapters globally. PAS produces the annual **Percussive Arts Society International Convention (PASIC®)**, the largest percussion gathering in the world, featuring world-class performances, education, and industry engagement.

DESCRIPTION

This internship offers an immersive, hands-on experience in producing **PASIC 2026**, supporting logistics, artist relations, marketing, and event operations. Interns will work closely with PAS staff, artists, and partners, gaining exposure to the intersection of **arts administration, event production, artist services**, and **digital engagement** in a fast-paced environment.

This is a **career-building opportunity** for those interested in **music industry leadership, event production, marketing, arts administration, and nonprofit operations**.

DUTIES

Working in collaboration with PAS staff, the intern will:

- Assist with **PASIC planning and production**, including artist logistics, gear coordination, and on-site operations management
- Support the coordination of competitions, masterclasses, and educational labs (e.g., CCPEC, I&E, Mock Auditions, Keyboard Masterclass, and Symphonic Labs)
- Facilitate professional communications and relationship management with **artists, members, and corporate sponsors** to ensure seamless on-site and virtual sessions
- Curate and update **digital archives and website content** to ensure the accurate and timely representation of PASIC programs
- Design and execute a **capstone project** that contributes tangible value to PAS planning, documentation, or future program development
- Adapt to a diverse range of tasks and events across various departments as approved by the Executive Director

QUALIFICATIONS

- **Currently pursuing or recently completed** a bachelor's degree in music, arts management, event production, or a related field, with a demonstrated interest or experience in **live event production, artist relations, or nonprofit administration**
- Exceptional interpersonal diplomacy and emotional resilience, with the ability to maintain professional decorum while working alongside a diverse range of personalities and shifting needs
- A proactive, solution-oriented mindset with the mental stamina for rapid-fire problem-solving as priorities shift by the minute
- Strong written and verbal communication skills with comfort using **collaboration tools and cloud-based platforms**, such as Google Workspace, Microsoft Office, and project management tools (e.g., Monday, Mailchimp, Salesforce, and WordPress)
- High attention to detail with the ability to manage multiple tasks
- familiarity with video/audio editing is a plus
- Ability to lift and move up to 50 pounds and a commitment to working extended hours, including evenings and weekends, during PASIC week (November 11-15)
- **Commitment to the mission of PAS** to inspire, educate, and support percussionists and drummers throughout the world

If you feel you are proficient in another area or have specific expertise in an area listed above, please include this in your cover letter.

SCHEDULE

40 Hours per week (M - F)

July–December; **Exact dates TBD, with flexible start and end dates depending on availability and pre-existing commitments.**

Some Nights and Weekends

PASIC Week: November 11 – 15

LOCATION

This is an on-site, in-person internship located at the PAS offices in downtown Indianapolis, IN

COMPENSATION

\$15/Hr

Up to 40 hours per week

APPLICATION PROCEDURE

Send a cover letter, resume, and three references, **no later than Thursday, April 30, 2026,** to:
Ms. Katherine Franzen, PAS Development Manager

kfranzen@pas.org

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