

Caroga Lake Music Festival
Operations Intern
Internship Description
Summer 2019

Start Date: July 10, 2019

End Date: August 20, 2019

*Start/end dates may be flexible

As only one of three festival interns, the Operations Intern plays a vital role at Caroga Lake Music Festival. Interns have the opportunity to experience firsthand working at an award-winning music festival presenting world-class artists in the serene, beautiful area of the Southern Adirondacks. The Operations Intern reports to the Assistant Executive Director and Assistant Artistic Director, and will work closely with other staff, volunteers, fellow interns and artists.

INTERN RESPONSIBILITIES

- Coordinate artist arrival and departure including airport pick ups, preparing rooms at Nick Stoner Inn, and communicating with house donors.
- Assist in creating daily rehearsal schedules and communicate any updates with artists.
- Arrange local ground travel for artists between accommodations, rehearsals, meals, concerts and other festival related events.
- Assist Meal Coordinator in setting up donated meals and cleaning up after meals at Nick Stoner Inn.
- Maintain upkeep of shared areas at Nick Stoner Inn and Caroga Chapel.
- Responsible for Nick Stoner Inn key (artist accommodation & meal location).
- Manage concert duty responsibilities backstage and stage manage as needed.
- In coordination with Marketing & Development Intern, prepare sheet music on Google drive and in binders for artists weekly and collect parts/binders at the end of each week.
- Provide program information (music titles, artists, order, etc.) to volunteer creating program inserts.
- Other help as needed may include airport pickups for artists and shooting photos and videos for archival and promotional purposes.

QUALIFICATIONS

- Music background highly preferred.
- Driver's license and access to own vehicle highly preferred.
- Proficient computer skills, including Microsoft Office Suite.
- Motivated, self-directed and able to work independently.
- Excellent written and verbal communication skills.
- Detail-oriented and organized.

PERKS

Housing and 2 meals/day are provided by the Festival, plus stipend of \$250/week.

ABOUT THE FESTIVAL

Presented by Caroga Arts Collective, Caroga Lake Music Festival is a five-week summer music festival in the Adirondacks offering a series of free performances and community outreach programs in the upstate New York region and beyond. Attracting thousands of audiences locally and nationwide, Caroga Lake Music Festival is dedicated to increasing accessibility to chamber music, cultivating creative and interactive experiences and showcasing some of the world's top professional artists from the U.S. and abroad.

The multi-genre programming makes this festival unique and exciting; from classical music to pop music and from small ensembles to orchestras. The festival features well-established young instrumentalists and vocalists from opera backgrounds to singer-songwriters.

APPLY

To apply for this internship, please submit a cover letter and resume to operations@carogaarts.org by April 15, 2019.