

**Production Intern**  
Caroga Lake Music Festival  
Internship Description  
Summer 2020

Start Date: July 10, 2020

End Date: August 18, 2020

\*Start/end dates may be flexible

As only one of three festival interns, the Production 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 Production Intern reports to the Operations Manager, Assistant Executive Director and Assistant Artistic Director, and will work closely with other staff, volunteers, fellow interns and artists.

**INTERN RESPONSIBILITIES**

- Create guest artist/production schedules.
- Serve as primary onsite contact for guest artists.
- Provide local ground transportation for guest artists and oversee their arrival/departure.
- Communicate artist arrival with house donor and ensure guest artists are settled in at accommodation.
- Arrange and prepare backstage artist hospitality such as water, towels, and catering as requested in tech rider for guest artists.
- Stage manage for concerts and rehearsals as needed and set up stage with chairs, stands, and minimal lighting and decorations.
- With Operations Manager, manage concert duty responsibilities backstage as needed.
- Occasionally arrange pick-up meals for Resident and guest artists.
- Assist Meal Coordinator in setting up donated meals and cleaning up after meals.
- Maintain upkeep of shared areas.
- 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 most meals are provided by the Festival, plus \$250/week stipend which includes \$50/week for gas/meal stipend.

### **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 Hinano Ishii at [hinano@carogaarts.org](mailto:hinano@carogaarts.org) by April 1, 2020.

Caroga Arts Collective is an equal opportunity employer.