

Marketing & Development 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 Marketing & Development 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 Marketing & Development 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

- Create, produce and distribute promotional materials for Caroga Lake Music Festival events. This includes designing concert flyers, ordering prints and mailing/posting flyers locally.
- Draft e-newsletters on Mailchimp 1-2 times a week, consisting of upcoming performances and news.
- Manage front of house responsibilities at concerts.
- For ticketed concerts, sell and collect tickets at the door.
- Assist in managing social media and updating the website as needed.
- Assist in managing contact database and collect/update donor and patron contact information.
- Assist in preparing and executing the annual Gala, Golf Outing, and other fundraising events.
- Provide and set up program books, season schedule flyers, pledge cards and other collateral at all concerts and events.
- Assist in event set-up and tear down.
- Assist Merchandise Coordinator in setting up and selling merchandise.
- Collect and keep a record of estimated attendees at each concert/event.
- Collect any press and media features and archive in press binder.
- Assist in facilitating sponsorship and donor benefits including sponsor booths, donor appreciation events, gifts and thank you letters.
- Other help as needed include airport pickups for artists and shooting photos and videos for archival and promotional purposes.

QUALIFICATIONS

- Music background 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 by April 1, 2020.

Caroga Arts Collective is an equal opportunity employer.