



**Marketing and Development Intern**  
Caroga Lake Music Festival  
Internship Description  
Summer 2022

Start Date: Saturday, July 16, 2022

End Date: Monday, August 22, 2022

\*Start/end dates may be flexible

**ABOUT THE POSITION**

The Marketing and Development Intern will be one of the four festival interns supporting the 2022 Caroga Lake Music Festival. Interns have the opportunity to experience working at an award-winning music festival presenting world-class artists in the serene, beautiful area of the Southern Adirondacks. The Marketing and Development Intern will report to the Marketing Assistant and Operations Manager, and work closely with other staff, volunteers, and artists.

All interns will assist in daily administrative duties and provide support before, during, and after performances that include programming, front-of-house support, and hospitality. Successful candidates should possess excellent organizational and people skills, strong written and verbal communication skills.

**RESPONSIBILITIES**

- Shoot photos and videos for social media, promotional, and archival purposes.
- Organize, install, and track the distribution of promotional materials around the area.
- Assist Marketing Assistant in copywriting efforts for marketing emails, press releases, social media, and internal marketing communications.
- Assist Marketing Assistant in managing Instagram and Facebook accounts.
- Ensure all Caroga Arts events and programs are included on applicable promotional listings and community calendars.
- Create, produce and distribute promotional materials for the Caroga Lake Music Festival and other community events.
- Assist Visitor Services Intern in setting up and managing front-of-house, as needed, including handing out programs and collecting donations.
- Assist Executive Director and Director of Development with Capital Campaign and at Golf Tournament, Gala, and other fundraising events.
- Other responsibilities may include providing transportation for artists, maintaining the upkeep of shared areas, ordering and picking up meals, and assisting Meal Coordinators in setting up and cleaning up donated meals.

## **QUALIFICATIONS**

- Driver's license and access to own vehicle are highly preferred.
- Proficient computer skills, including Microsoft Office and Google Suites.
- 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 a stipend of \$1,250, which includes a \$50/week stipend for gas and meals.

## **ABOUT THE FESTIVAL**

Presented by Caroga Arts Collective, Caroga Lake Music Festival is a 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.

Caroga Arts Collective is an equal opportunity employer.

## **HOW TO APPLY**

If you are interested in applying, please send a cover letter and resume to [info@carogaarts.org](mailto:info@carogaarts.org) by April 30, 2022.