



**Production 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 Production 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 Production Intern will report to the 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**

- Assist in creating guest artist/production schedules.
- Serve as on-site contact with Operations Manager for guest and resident artists.
- With Operations Manager, oversee ground transportation for artists, communicate artist arrival/departures, and ensure artists are settled in at their 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 the stage with chairs, stands, and minimal lighting and decorations.
- Work with Visitor Services Intern to set up the guest seating area for concerts.
- Assist Sound Intern in loading and unloading equipment.
- With Operations Manager, manage concert duty responsibilities backstage, as needed.
- Other responsibilities may include providing transportation for artists, shooting photos and videos for archival and promotional purposes, maintaining the upkeep of shared areas, ordering and picking up meals, and assisting Meal Coordinators in setting up and cleaning up donated meals.

## **QUALIFICATIONS**

- Music background is highly preferred.
- Driver's license and access to own vehicle 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 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.

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.