



**Audio-Visual & Lighting Coordinator**  
Caroga Lake Music Festival  
Internship Description  
Summer 2023

Start Date: Thursday, July 13, 2023

End Date: Tuesday, August 22, 2023

\*Start/end dates may be flexible

**ABOUT THE POSITION**

The A/V & Lighting Coordinator will be one of the lead festival interns supporting the 2023 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 Sound Intern will report to the Production 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, and most importantly, a strong sense of initiative.

**RESPONSIBILITIES**

- Manage overall equipment inventory maintenance and support events.
- Equipment transportation from/to venues, audio/visual equipment setup, testing, and tear down.
- Assist in arranging backline and instrumental rental as required in tech rider for featured guest artists and for other performances and events as needed.
- Assist in video and audio capture for all performances and events as needed.
- Assist in compiling and organizing archival recordings.
- Assist in creating marketing videos.
- Moves equipment weighing up to 60 pounds.
- Assist in stage changes during shows.
- Other duties as assigned. These 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**

- Proficient with PA equipment, Microphones, Digital Audio Interfaces, DSLR, Video Cameras, Projectors & associated cabling.
- Proficient with Avid Pro Tools, Adobe Photoshop, Premiere Pro, After Effect, or other alternative software.
- Ability to troubleshoot A/V connection problems and coordinate hardware and/or software solutions.
- Proficient computer skills, specifically Google Suite.
- Motivated, self-directed, and able to work independently.
- Detail-oriented and organized.
- Excellent written and verbal communication skills.
- Driver's license and access to own vehicle are highly preferred.
- Possess of professional audio or video recording equipment or lighting equipment is highly preferred.
- Access to a personal computer is preferred.
- Fluency of artistic/music language. Event experience preferred.

## **PERKS**

Housing and most meals are provided by the Festival, plus a stipend of \$1,500, which includes a \$50/week stipend for gas and meals. Additional perks include the opportunity to work and interact with world-class musicians and enthusiastic volunteers. Housing is provided on or in close proximity to one of the area's many lakes.

## **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 March 29, 2023 for consideration.