



Development and Communications Intern
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 Development and Communications Intern will be one of the three 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 Development and Communications 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, and most importantly, a strong sense of initiative.

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 in copywriting efforts for all communications during the Caroga Lake Music Festival, including marketing and newsletter emails, press releases, and social media.
- Assist the Operations Assistant in managing Instagram and Facebook accounts.
- Ensure all Caroga Arts events and programs are included on applicable promotional listings and community calendars during the Caroga Lake Music Festival.
- Create, produce, and distribute promotional materials for the Caroga Lake Music Festival and other community events.
- Assist Operations Assistant and Visitor and Patron Services Intern in setting up and managing front-of-house, as needed, including handing out programs and collecting donations.
- Participate in the planning and execution of all Fundraising Events during the Caroga Lake Music Festival, including the Gala, Golf Tournament, and preparation for the Summer Wine Down.
- Participate in the planning and execution of all Sherman's Legacy Campaign events with the Capital Campaign Chair and Executive Director.

- Assist Capital Campaign Chair and Executive Director in all Sherman's Legacy Campaign communication and event follow-up during the Caroga Lake Music Festival.
- Assist in the preparation and mailing of tax acknowledgment and thank you letters.
- Assist the Executive Director in the planning and execution of all donor recognition events and provide assistance in the execution of donor benefits.
- Ensure donors/sponsors are recognized in the printed program and in verbal remarks at all concerts and 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 \$1,375, 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 by March 29, 2023.