



Visitor and Patron Services Intern
Caroga Lake Music Festival
Job 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 Visitor and Patron Services Intern will be one of the four 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 Visitor and Patron Services 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

- Greet visitors during events at Sherman's Park, provide information about the campus, and direct them as needed.
- Assist the Operations Manager and On-Site Manager to carry out events and activities designed to give patrons and guests an exceptional experience, including overseeing vendor load-in and out and set up and break down for all concerts and events.
- Work with Operations Assistant to ensure that all concerts are set properly, any last-minute adjustments are incorporated, and everything is cleaned up after the event.
- Provide and set up collateral at concerts and events.
- Assist in the training and onboarding of new volunteers.
- Recruit and schedule volunteers for event assistance (ticketing, parking, security, etc).
- Assist Operations Assistant in managing Eventbrite and have a list of ticket holders ready prior to each event.
- Collect and keep a record of estimated attendees at each concert/event.
- Oversee the weekly newsletter communication with support from the Operations Assistant.
- Assist in the planning and execution of development, fundraising event, and donor cultivation activities, 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

- 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 \$1,375, 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.

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.