



Festival Management Intern
Caroga Lake Music Festival
Internship Description
Summer 2024

Start Date: July 12th, 2024

End Date: August 20th, 2024

*Start/end dates may be flexible

ABOUT THE POSITION

Three Festival Management Interns will be appointed to support the 2024 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.

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. Festival Management Interns will be expected to work a flexible schedule including evenings and weekends.

SHARED RESPONSIBILITIES

Concert Production

- Assist with music sheet preparation as needed - researching, printing, scanning, etc
- Help manage concert duty responsibilities backstage and stage-manage as needed.
- Collect and keep a record of estimated attendees at each concert/event.
- Assist Operations Manager with artist riders (snacks, beverage, etc for green room)
- Assist with set up for rehearsals and general maintenance of Sherman's (picking up trash, moving chairs, unlocking/locking the building, etc)
- Responsible for setting up and managing front-of-house, as needed, including handing out programs, scanning tickets and collecting donations.

Operations

- Assist in responding to voicemails on the Caroga Arts phonenumber and emails to info@carogaarts.org
- Help with artist transportation including transportation to and from airport, train station, and bus station. Transportation around Caroga as needed.
- Assist with housing assignments, including calling prospective and committed donors, preparing residence, etc.

- Assist communication and execution of the donor meal program with Operations Manager and Meal Coordinators.
- Assist with the preparation and execution of educational program - monday lessons program
- Assist with scheduling volunteers for event assistance (ticketing, parking, security etc.)
- Assist Operations Manager in managing ticketing platform

Marketing

- Shoot photos and videos for social media, promotional, and archival purposes. Upload photos from staff, artists and volunteers in Google Drive.
- Assist in copywriting efforts for all communications during the Caroga Lake Music Festival, including marketing and weekly newsletter emails, press releases, and social media.
- Assist 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.

Development

- Participate in the planning and execution of all Fundraising Events during the Caroga Lake Music Festival, including the Gala, Golf Tournament, and Capital Campaign events
- Assist in the planning and execution of all donor recognition events and provide assistance in the execution of donor benefits.
- Assist in the preparation and mailing of thank you letters.
- Ensure donors/sponsors are recognized in the printed program and in verbal remarks at all concerts and events.

Knowledge and Skills

- Driver's license and access to own vehicle are highly preferred.
- Proficient computer skills, including Microsoft Office, Google Suites, and Canva.
- Motivated, self-directed, and able to work independently.
- Excellent written and verbal communication skills.
- Detail-oriented and organized.

Benefits

Housing and most meals are provided by the Festival, plus a stipend of \$1500 and an additional \$250 stipend for gas/meals. In addition to these stipends, interns are eligible for mileage reimbursement at a rate of \$0.14 per mile for work-related travel. It is the individual's responsibility to track and submit reimbursement requests for mileage traveled during festival activities. Travel to and from Caroga, as well as personal travel, are excluded from reimbursement. 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.