



Audio-Visual & Lighting Coordinator

Caroga Lake Music Festival

Internship Description

Summer 2025

Start Date: July 12th, 2025

End Date: August 19th, 2025

*Start/end dates may be flexible

ABOUT THE POSITION

The A/V & Lighting Coordinator will be one of the lead festival interns supporting the 2025 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 Audio-Visual & Lighting Coordinator will report to the Director of Artistic Operations 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.

Benefits

Housing and most meals are provided by the Festival, plus a stipend of \$1750 and an additional \$250 stipend for meals. In addition to these stipends, interns are eligible for mileage reimbursement at a rate of \$0.70 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.

Caroga Arts Collective is an equal-opportunity employer.

HOW TO APPLY

If you are interested in applying, please submit a cover letter, resume and portfolio/sample of relevant work (if available) to info@carogaarts.org by March 21, 2025. Applications will be reviewed on a rolling basis until the position is filled.