



CarogaArts
COLLECTIVE

Festival Management Intern

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

Three Festival Management Interns will be appointed to support 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. All interns will assist in daily administrative duties and provide support before, during, and after performances that include programming, event set up and tear down, 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 Director of Artistic Operations 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 buildings, etc)
- Responsible for setting up and managing front-of-house and box office, including handing out programs, scanning tickets, and collecting donations.

Operations

- Assist in responding to voicemails on the Caroga Arts phone and emails to info@carogaarts.org
- Help with artist transportation including driving to and from airport, train station, and bus station. Transportation around Caroga as needed. Mileage reimbursement provided.
- Assist with housing assignments, including calling prospective and committed donors, preparing residence, etc.
- Assist communication and execution of the donor meal program with Director of Artistic Operations and Meal Coordinators.
- Assist with the preparation and execution of S.P.A.C.E education program
- Assist with scheduling and work alongside volunteers for events (ticketing, parking, security, etc.)
- Assist Director of Artistic Operations in managing ticketing and volunteer databases

Marketing

- Shoot photos and videos for social media, promotional, and archival purposes. Upload and organize 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.
- Social media experience helpful.

Benefits

Housing and most meals are provided by the Festival, plus a stipend of \$1500 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.

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.