



CASTLETON *Festival*

2012 Castleton Festival Summer Internship Opportunities

Application Deadline: March 1, 2012

Artistic Administration Intern:

Primary responsibilities include:

- Prepare welcome packets
- Welcome and orient artists upon arrival
- Assist with coordination of artists' transportation to/from the airport, rehearsals, and housing
- Assist with coordination of artists' travel and local housing
- Liaise with the Box Office Manager to coordinate artists' ticket requests

Other responsibilities may include working the box office during performances, assisting at orchestra rehearsals and special events, and various administrative tasks as assigned.

Successful interns are detail-oriented with strong interpersonal and communication skills, able to work well with a variety of personality types, and proactive in seeking opportunities and finding projects that suit their interests and the organization's needs. Proficiency in Microsoft Office and a valid driver's license are required. The ideal candidate also has a passion for or background in classical music and experience working with artists.

Orchestra Management Intern:

Primary responsibilities include:

- Coordinate and distribute daily rehearsal schedules
- Set-up of rehearsal space and orchestra pit (chairs, stands, music, etc.)
- Assist with the management of orchestral rehearsals and concerts
- Assist with the distribution of music
- Attend all orchestra rehearsals and address last-minute changes
- Assist with seating assignments

Other responsibilities may include assisting with orchestra members' transportation/housing arrangements and various administrative tasks as assigned.

Successful interns are detail-oriented with strong interpersonal and communication skills, able to work well with a variety of personality types, and proactive in seeking opportunities and finding projects that suit their interests and the organization's needs. Proficiency in Microsoft Office is required. The ideal candidate also has a passion for or background in classical music and experience working with artists.

Marketing/PR Intern:

Primary Responsibilities Include:

- Serve as liaison between PR Firms and Box Office Manager to coordinate press ticket requests
- Greet press at all performances
- Assist with the creation of marketing/publicity materials
- Assist marketing team with website updates and e-blasts
- Maintain and organize press clips
- Distribute photos to press members as requested
- Assist in collecting information for and designing programs for each performance

Other responsibilities may include working the box office or Friends' Lounge during performances, assisting patrons, and various administrative tasks as assigned.

Successful interns are detail-oriented with strong interpersonal and communication skills, able to work well with a variety of personality types, and proactive in seeking opportunities and finding projects that suit their interests and the organization's needs. Proficiency in Microsoft Office is required. Some experience in graphic design would be helpful. The ideal candidate also has a passion for or background in classical music and the arts.

Practical Details:

Interns should expect to arrive in Castleton in late May and stay through the duration of the Festival (July 23). All interns will be provided housing and meals during the internship period and a stipend for travel.

How to Apply

Interested candidates should email a resume and brief cover letter to Nancy Gustafson, General Manager, Castleton Festival , nancyg@castletonfestival.org.

No phone calls, please.

Applications will be considered on a rolling basis until the positions are filled.