

Breckenridge Music Festival
Festival Production Internship
Job Description

Festival Production Intern

Reports to: Stage Manager (SM), and Production Manager (PM)

Supervised by: Director of Administration

Principal Duties and Responsibilities:

Intern understands that for this position they must have own transportation to/from RWC; ability to do physical work, will be needed both during the week and on weekends, both day and evening hours. Audio/lighting skills desirable (or willingness to learn), and the ability to work unsupervised with training. Overall, FLEXIBLE to work tasks as assigned.

A. Production Duties:

1. Assist in the scheduling and coordination of production needs for all Breckenridge Music Festival events.
2. Act as Assistant Stage Manager at all assigned BRS events.
3. Help SM and PM in moving chairs, lights, risers as needed in rehearsals and during concert events

B. Bookkeeping Duties:

- Assist SM and PM in creating and maintaining production manual for the festival which may include:
 - a. Typing up word documents explaining step by step instructions for future production staff.
 - b. Creating calendars of deadlines and tasks to be done during and after the festival.
 - c. Making changes to any documents that may need changing within the manual.

C. Administration Duties:

1. Assist personnel manager and production manager to produce scheduling charts and calendars

Physical Requirements:

The job requires some lifting, a valid driver's license and the ability to function at the alpine environment of Summit County.

To apply for the above listed position, please submit a cover letter, along with a resume and references with attention Olivia Grover-Hill, Director of Marketing and Administration via E-mail at Olivia@BreckenridgeMusicFestival.com

Applications will be accepted through March 15, 2012.

Interviews will begin with selected candidates in late March.