

Breckenridge Music Festival
Marketing Intern
Job Description

Public Relations and Marketing

- Assist Director of Marketing with writing and distributing PR materials for press and internet distribution including
 - general interest articles
 - press releases
 - blog and twitter/facebook updates
 - electronic newsletters and announcements
 - print and radio advertisements
- Assist production and physical distribution of marketing and PR materials including
 - Handbills and posters
 - Ticket Vouchers
- Assist communications with Town tourist information outlets including Welcome Center, hotel concierges, Breckenridge Resort Chamber
- Assist website posting
- Assist with PR events and functions including Opening Reception, Advertising Sponsors Reception, Joint BMF/NRO concert reception
- Assist in collecting current photos of all BMF events including rehearsals, concerts, social activities and other miscellaneous events.

General Office Administrative and Clerical Duties

- Assist as requested to pick up, open and screen, and distribute mail
- Assist phone answering and email capabilities
- Provide administrative support for:
 - Executive Director
 - Music Director
 - Education Programs Director (including Music in the Schools and Elderhostel programs)
 - Festival Personnel Manager and Production Staff

Production

- Work as scheduled at BMF performance events. Duties at these performances may include but are not limited to:
 - Assisting with load-in, sound check and load-out
 - Announcing performers, performances and festival/concert sponsors
 - Coordinating timings (concert beginning and intermission) with Music Director and production crew
 - Coordinate front of house with back of house at BMF concerts
 - Help load in and load out the production lines (boards, monitors, speakers, equipment) day of show.

Qualifications

Basic working knowledge of small office management/administration. Excellent computer skills including data base management and web-based interactive communications. Outgoing, even-

tempered, extremely organized, mature person, able to work well under pressure and with all personality types.

Intern is recommended to bring and use their own personal laptop.

Physical requirements: the job requires some lifting, a valid driver's license and the ability to function at the 9,600 ft. elevation of Breckenridge.

Internship Dates: Recommended dates are between June 18th and August 19th, 2012. Dates are slightly flexible and can be moved based on Intern's schedule and festival needs.

Compensation: Interns will be provided housing during the duration of the internship, this is an UNPAID internship.

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, 2011.

Interviews will begin with selected candidates in late March.