

Breckenridge Music Festival  
Office Administration Internship  
Job Description

**Office Administration Internship**

Duties for this internship may include but are not limited to:

General Office Organization and Administration

- Purchase general office supplies
- Pick up, open and screen, and distribute mail
- Oversee phone answering and email capabilities

Administrative assistant:

- Provide administrative support for:

-Executive Director

-Director of Marketing and Administration

-Music Director

-Education Programs Director (including Elderhostel program)

-Festival Personnel Manager and Production Staff

- Create nightly programs for each concert
- Create nametags for Champagne Concerts and after concert functions

Marketing and PR

- Help keep web site information current.
- Assist Dir. Of Marketing and Administration create press releases for each concert

Fundraising/Grant Proposal Administration

- Assist in maintaining donor database, contribution records and correspondence files
- Assist in correspondence including thank you letters and other pertinent contributor correspondence

Production

- Assist in the scheduling and coordination of production needs for all Breckenridge Music Festival summer events.
- 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

-Help in Coordinating timings (concert beginning and intermission) with Music Director and production crew

-Assist Staff in front of house with back of house at BMF concerts

-Responsible for bringing merchandise and programs to and from the office to the performance hall each night

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.

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](mailto:Olivia@BreckenridgeMusicFestival.com)

Applications will be accepted through March 15, 2012.

Interviews will begin with selected candidates in late March.