

BRECKENRIDGE MUSIC

Artist Services Intern

REPORTS TO: Artistic and Administrative Manager

THE OPPORTUNITY

Breckenridge Music seeks an Artist Services Intern who is passionate about music, specifically classical, to join the administrative team this summer. Candidates will have a keen attention to detail, strong interpersonal communication skills and be eager to learn. This position offers the opportunity to gain useful knowledge in non-profit arts administration and management, artist relations, concert and event management and customer relations.

CONCERT, EVENT & OTHER DUTIES

- Assist in the planning and execution of special events including managing invitation lists, logistics and other duties
- Review and fill guest artist hospitality riders
- Serve as point person for guest artist hospitality. Responsible for green room set up and day-of-show runner duties as assigned.
- Oversee the sale of merchandise
- Assist with Will Call at the Ticket Office as needed
- Conduct audience and donor surveys
- Other duties as they may arise

ADMINISTRATIVE DUTIES

- Assist as requested to pick up and distribute mail
- Assist with answering phone, emails and office reception
- Provide administrative support for Executive Director, Music Director, Festival Personnel Manager and Production Staff as needed
- Track ticket sales for Champagne Series and oversee weekly communications to concert attendees

KNOWLEDGE, SKILLS AND EXPERIENCE

- Excellent customer service skills
- Detail oriented; highly organized
- Ability to juggle multiple tasks in a fast-paced environment
- Strong computer skills including Microsoft Office, Google Suite, etc.
- Knowledge of classical music a plus
- Outgoing, even-tempered, mature person, able to work well under pressure and with all personality types

PHYSICAL AND WORKING DEMANDS

Must be available to work around 40 hours a week. The job requires some lifting, a valid driver's license and the ability to function at the 9,600 ft. elevation of Breckenridge. It is recommended that the intern bring and use his or her own personal laptop.

COMPENSATION

Interns will be provided fully furnished resort housing for the duration of the internship, as well as a weekly grocery stipend, college credit and invaluable hands-on professional job experience.

INTERNSHIP DATES

July 1 – August 14, 2019

APPLICATIONS AND DEADLINES

To apply for the above listed position, please submit a cover letter, along with a resume and references to olivia@breckenridgemusicfestival.com by February 15, 2019.

ABOUT BRECKENRIDGE MUSIC

Breckenridge Music presents diverse and high-quality live music performances and broad-based community music education, serving upwards of 15,000 people annually. The flagship of Breckenridge Music, a four-week summer festival, is built upon the versatility of 46 professional musicians hailing from major orchestras across the country and the casual vibe of the Riverwalk Center, the Festival's mainstage venue. Also in the summer months, the Breckenridge Music Presents series brings in national touring acts to explore the wide world of music, including Jazz, Funk, Country, Folk, and Bluegrass, and the Champagne Series offers chamber music parties in private homes. In addition, Breckenridge Music's education and community engagement program shares the gift of music with the next generation of Summit County music lovers and their families, serving up to 5,000 Summit, Lake, and Park County students each year. This includes in-school performances, workshops and master classes as well as summer enrichment activities and an annual Free Family Concert for all ages.