

BRITT FESTIVALS
2010 Intern Position Job Description

Position: Classical Festival Intern (summer position)

Supervisor: Director of Classical Festival

General Description: The Classical Festival Intern will assist with various aspects of the production and administration of the Britt Classical Festival. The intern can expect to assist the Director of the Classical Festival with a wide variety of tasks. The Classical Festival features a professional orchestra of 90-100 musicians from all over the United States who are selected by a highly competitive audition for a three-week residency in Southern Oregon. The orchestra is joined by renowned guest soloists for a series of rehearsals and concerts in late July and early August. Conductor is Maestro Peter Bay.

DUTIES AND RESPONSIBILITIES:

Intern duties may include general clerical/administrative/planning tasks before the arrival of the orchestra as well as during the orchestra's residency; orchestra hospitality (making coffee for rehearsal breaks); and guest artist liaison/hospitality (airport transportation, etc.).

JOB REQUIREMENTS:

A valid Oregon driver's license and clean driving record required. Intern must have own transportation and be able to work at multiple work sites. Some lifting may be required. A workspace is provided, however intern will need to be able to use personal cell phone and/or lap top during the course of their work. Hours will be long during the three-week residency (July 28-Aug. 16) and will require evening and weekend availability. Ideal candidates will demonstrate ability to multi-task, be self-motivated and capable of taking initiative, possess good interpersonal communication skills, have an appreciation for classical music, show a desire to learn and a willingness to jump in and help where needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

An intern for the Classical Festival needs to be able to utilize discretion in the workplace and stay objective while interacting with supervisor and any other individuals associated with the Classical Festival. Music majors (music business or education) preferred.