

**BRITT FESTIVALS**  
**2010 Intern Position Job Description**

**Position:** Education Department Intern (May – September)

**Supervisor:** Education Director

**General Description:** The Education Department Intern will be an integral part of Britt's Education Department and will work with the Education Department in implementing a classical music listening program; two music summer camps; a small concert series; master classes with Britt artists and events focused around education outreach and fundraising.

**DUTIES AND RESPONSIBILITIES:**

**Classical Music Listening Program**

Music in the Mornings is the classical music listening program Britt administrates in 88 elementary schools throughout our region. Summer tasks connected to this program involve:

- Creation of scripts and CDs for the following year's listening calendar
- Updating of data base

**Summer Camps**

- Assist in the production elements of two Summer Camps
- Serve as runner, transportation coordinator and catering liaison
- Set up and break down of all summer camps in teaching venues and performance venues

**Concert Series**

- Provide production support for all breakout concerts.

**Master Classes**

- Serve as greeter and set up personnel for all Master Classes

**Classic Conversations**

- Set up and break down on lecture area; artist and audience greeter; master of ceremonies

**Participate in special projects** or other activities as directed by the Education Director.

**JOB REQUIREMENTS:**

The Education Department Intern is expected to work occasional night and weekend hours. Requires own transportation from Medford office to teaching and concert venues.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Britt Festivals Education Department intern needs to be a highly organized and strategically minded individual with experience in music and/or theatre education. Candidate should have worked with students of various ages and have a background in stage operations or classroom teaching. Additional requirements include the ability to manage multiple projects, computer literacy (Microsoft Office Suite), excellent written, organizational and oral communications skills, and a valid Oregon driver's license.