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#### **Music Festival Event Intern Positions/Descriptions**

The purpose of the Internship Program is to facilitate student learning opportunities outside the classroom. These experiences provide the opportunity to apply classroom theory to "real world" situations thus enhancing the student's' academic and career goals.

**What we offer:** Mentor-ship, Future Employment Opportunities, Letters of Recommendation & Position Website Inclusion. Non-Paid.

## **Intern Positions**

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**Social Media Manager: (6 needed)**  The Social Media Manager is instrumental in managing the company’s content-related assets. Administrate the creation and publishing of relevant, original, high-quality content.Identify and improve organizational development aspects that would improve content. Implement a content editorial calendar to manage content and plan specific, timely marketing campaigns. Promote content through social advertising.

**Brand Ambassador:** Responsibilities include chatting with attendees about the product, offering samples, and increasing awareness about the brand.

**Events Marketer (3 needed)**: The key to pulling off an effective event marketing campaign is to identify the target audience correctly and create an experience that remains in participants’ memories. By finding an opportunity to interact with the right demographic of people – both current customers and prospective buyers – a brand can build favorable impressions and long-lasting relationships. The best, most creative events create interactions that not only reflect positively on the brand at the time, but generate a buzz long after the event is over.

**Travel and Lodging Coordinator (1-2 needed)**: Coordinating the flights, lodging and transportation costs of so many people - and in some cases, important headliners - isn’t an easy task. To get there, consider pursuing a career in group or corporate hospitality or travel.

**Public Relations / Communications Manager:** An event public relations or communications manager is responsible for managing external reporting or communication about the festival, and maybe also serve as the public face or spokesperson in interviews.

## **Intern Positions**

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**Vendor Liaison:** Many festivals have designated areas for vendors, placed in strategic locations that get a lot of foot traffic during the day. They manage the relationships from the start of the contract, to grounds placement, provide legal information and provide support.

**Sponsorship / Sales Manager Assistants (3 needed)**: Sponsors make a festival come to life, and in many cases sponsorship revenue is a huge component of a festival’s overall income. Of course, sponsors won’t just get on board with any festival. Festival producers need to convince like-minded brands and organizations that their event will be an opportunity to connect with potential customers and increase awareness and engagement.

**Assistant Event Producers (3-6 needed):** An event producer coordinates and oversees all aspects of the festival: from the event space to the run of show, the talent to the vendors, the quality of the attendee experience, and logistical details like budget, production timelines and much, much more. It's not an easy job and certainly not an entry-level one, but if you're clear-headed, meticulously detail-oriented and hardworking, it might be a good fit for you.

**Talent Booker (2 needed):** A talent manager or booker is in charge of securing key entertainers for the festival's lineup. This involves reaching out to managers, negotiating a budget and contract for pay, and ensuring that the talent is taken care of while onsite.

**Audio and Visual Technicians (3-6 needed)**:From light design to sound engineering, there's a lot that goes on behind the scenes of your favorite musician's set. Festivals employ technicians and designers to ensure each musical act is top quality, and engaging for the audience.

## **Intern Positions**

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**Volunteer Coordinators (12):** Many festivals "hire" a team of volunteers to help with behind-the-scenes work and various tasks necessary to make the event run smoothly, offering free admission in exchange for their assistance. Depending on the size of the festival, volunteer teams can exceed 100 to 200 people, or sometimes more. In many cases, festivals employ a volunteer coordinator to both recruit and manage volunteers.

**Operations Team(4 needed)**: Of course, festivals can't rely solely on volunteers to get the heavy lifting done. Many festivals employ an operations team to assist with necessary but sometimes difficult tasks that need to get done on-site, like building sets, delivering equipment and supplies, keeping the staff fed, cleaning up, and anything else that may arise during the event.

**Stage Production Assistant (3 needed)**: During rehearsals and performances the production assistant serves as a point of contact for the Artistic Director, Conspirare staff, stage manager, stage crew, artists, front of house staff, designers, recording engineers and other vendors.

**Band Liaison (3 needed)**: Greet performing artists. Monitor door and prohibit access to unauthorized individuals to the Green Room. Ensure safety of performing artist belongings while they are performing. All persons in the Green room should have either an artist or staff badge. Artists that are not performing are not allowed in the green room before the performance unless the lead performing artist grants access.Successful candidate should have excellent interpersonal skills and the ability to manage room traffic. Background in security or managing a holding room for artists is a plus.

**For Each Position:**

Qualifications/Skills Required:

Wage per hour: Non-Paid

Anticipated begin and end date: November 1, 2017 to April 9, 2018

Number of hours student will work per week 8-10hrs - Some will be to review reading materials based on their job.

Location of the internship: Online Remote / and at UltraStar Multi-tainment

Center at Ak-Chin Circle 16000 N Maricopa Rd., Maricopa, AZ 85139