Hawaii Performing Arts Festival Internships

The Hawaii Performing Arts Festival [HPAF] is a study and performance program for talented and motivated young vocalists and instrumentalists of classical music, chamber music, and opera. Please visit our website www.hawaiiperformingartsfestival.org for more information. We are seeking talented, intelligent, responsible, energetic, and personable interns interested in the field of business management, particularly arts administration.

The interns will work as part of HPAF’s administrative team during our 2015 season. These are excellent opportunities to gain valuable experience in arts administration and leadership. We work hard and take great pride in making HPAF a success. We expect the same attitude and work ethic from you. We want you to enjoy your time working for the festival, and these internships provide an opportunity to explore the unique culture and intricate beauty of Hawaii. The following internships are available: Assistant to the Executive Director, Assistant to the Artistic Director, Assistant to the General Manager.

Assistant to the Executive Director

**Description:** In order to keep HPAF running smoothly every year, the administration works with great dedication. In anticipation of a growth for the 2015 season, there is an even greater need for administrative and housing assistance for the Executive Director (ED).

**Responsibilities** include, but are not limited to:
- Assisting the ED in any matter including but not limited to housing coordination
- Assuring all housing needs are met during festival
- Fielding festival phone and email inquiries
- Running errands for the ED as well as other staff as needed
- Fundraising event planning and implementation - can include assisting with grants
- Assisting Front of House management at performances
- Helping with office duties as required

**Qualifications/Skills:**
- Must be currently enrolled in an undergraduate or graduate institution - business and arts administration majors are preferred
- Ability to work well within a team environment and possess strong interpersonal skills
- Open to learning and receiving instruction
- Written and verbal communication skills
- Ability to multi task
- Proficiency with Microsoft Office, iCal, Google Docs, etc.
- Previous internship experience preferred
Assistant to the Artistic Director

Description: In anticipation of a growth for the 2015 season, there is an even greater need for professional and personal assistance for the Artistic Director (AD).

Responsibilities include, but are not limited to:
- Assisting the AD in any matter regarding the festival and personal assistance
- Fielding phone and email communications
- Running errands for the AD as well as other staff as needed
- Assisting in the production of the Program Book
- Front of House duties at performances as required
- Helping with office duties as required

Qualifications/Skills:
- Must be currently enrolled in an undergraduate or graduate institution - music and arts administration majors are preferred
- Ability to work well in an artistic environment with the AD and possess strong interpersonal skills
- Open to learning and receiving instruction
- Written and verbal communication skills
- Ability to multi task
- Proficiency with Microsoft Office, iCal, Google Docs, etc.
- Previous internship experience preferred

Assistant to the General Manager

Description: As in any performing arts organization, the general management maintains a high level of responsibility in the overall success of the organization. For HPAF’s 2015 season, the Assistant to the General Manager helps the organization to run smoothly and efficiently.

Responsibilities include, but are not limited to:
- Assisting the General Manager in day-to-day festival operations
- Onsite festival bookkeeping: maintaining records for petty cash, merchandise sales, vendor payments, bank deposits, and other transactions
- Assisting with overseeing student life: dorm inspections, special events and field trips, meal planning, etc.
- Participating in festival preparations on the mainland prior to the start of the festival
- Assisting Front of House management at all performances
- Managing the inventory and income of festival merchandise
- Some public speaking opportunities at fundraisers and other events
- Working with office staff, volunteers, and other HPAF staff / faculty / administration

Qualifications/Skills:
- Must be currently enrolled in an undergraduate or graduate institution - business and arts administration majors are preferred
- Ability to work well within a team environment and possess strong interpersonal skills
- Open to learning and receiving instruction
- Written and verbal communication skills
- Ability to multi task
- Proficiency with Microsoft Office, iCal, Google Docs, etc.
- Previous internship experience preferred
How to Apply (applicable for all positions):
All internships include housing, some meals, and complimentary attendance to festival concerts and other events. HPAF does not pay airfare to and from the Big Island of Hawai‘i. Interns are to report to the festival approximately 5 days before the festival begins, and will stay a few days after the conclusion of the festival. To apply, please send the following:

- Academic and professional CV
- Cover letter specifying to which internship you are applying, and addressing your qualifications
- List of three references with contact information, preferably from teachers in your field of study and former employers/supervisors.

Email all materials as .pdf attachments no later than March 20, 2015 to Elizabeth Bauman, Operations Director, at elizabethabauman@gmail.com. Positions are open until filled.