About Vail Jazz
Vail Jazz is a non-profit organization based in Vail Colorado whose mission focuses on young musicians and young audiences.

Vail Jazz produces a 12-week summer festival comprised of 5 distinct series which includes outdoor concerts every Thursday night and Sunday afternoon, the Vail Jazz Party over Labor Day weekend and a number of educational programs and events. A total of over 45 shows are part of the 2015 Vail Jazz Festival. Vail Jazz has three full time employees - the Executive Director, Development Manager and Operations and Marketing Manager - and hires on production staff as well as interns for the festival season. There will be two interns (the other being a production intern) during the summer, in addition to other seasonal staff. In addition, the Founder/Artistic Director is involved in the daily oversight of the organization.

Proposed dates of internship: June 10 - September 10, 2015.

Candidates who can commit to the duration of the internship will be considered more favorably, as Labor Day Weekend is the culminating event for the festival season, requiring all hands on deck.

Intern compensation includes $300-400/month stipend depending on experience, and housing provided in Vail or Avon, CO. Intern must provide his/her own vehicle and laptop computer.

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This internship is geared towards new media marketing, public relations and graphic design. Winning candidate will work directly with the Marketing Manager to design online and print advertisements, collateral, generate targeted newsletters, and manage social media presence.

The desired candidate will have experience in graphic design and marketing, and will be comfortable taking on responsibility and working independently. We are a small, tight-knit organization, so we need someone who is comfortable in a collaborative environment and who will be proactive in taking on extra responsibility.

Responsibilities

- Compose smart, strategic social media campaigns, cross-platform posts, creative hashtags, etc. for all of Vail Jazz’s social media platforms. Requires the ability to write copy and generate weekly banner images.
- Compose targeted e-newsletter campaigns using Constant Contact.
- Affiliate calendar management: ensure that the entire summer calendar is posted and accurately represented on third party online calendars.
- Graphic design: work with the Marketing Manager to design online and print advertisements and collateral.
● Support the Development Manager with data entry of donations, donor mailings, donor event RSVP management and other related projects.

● Concierge outreach: you will be the main point of contact with the concierges throughout the Vail Valley. You will build a personal relationship with them, making sure that they and their clients are well informed about the summer festival programming. You will also write talking points about each artist and a regular newsletter specifically to concierges and visit them regularly to brief them on the week’s programming.

● Press filing - tracking press coverage and maintaining up to date collections of coverage.

● Set up, manage and close-out merchandise sales on-site for each event.

● Other duties as assigned.

**General Office Support**

● Answer phones and take ticket orders as needed.

● Support Operation Manager’s ticket management and reporting efforts.

● Return voicemail inquiries and email correspondences within 24 hours.

● Check Vail Jazz mailbox daily and mail merchandise orders as needed.

● Other duties as assigned.

**Required Skills**

*Professional*

● New media marketing

● Web content management

● Ability to write compelling copy

*Technical*

Adobe Creative Suite (especially Photoshop and Illustrator)

**Desired Skills**

● Acquaintance with Salesforce, or similar database

● Experience with e-newsletter programs (i.e. Constant Contact/MailChimp)

**NOTE**

● Job duties will vary on a daily basis and the schedule of the intern will be varied.

● Flexibility and a hands-on approach will be expected at all times.

● Management will establish intern priorities and adjust as necessary; however intern will be expected to meet deadlines and stay on schedule with projects.

● Intern work schedule will generally be Monday – Friday, but Intern will be required to work a significant number of holidays, weekends and nights based on event schedule.

● Intern must be able to lift 50 pounds and have his/her own vehicle that can be used for work related purposes. Proof of car insurance must be provided at start of employment.

● Duties described herein are geared toward a full time Internship and require the full attention of the winning candidate.
How to Apply:
No phone calls, please. Applicants must submit a cover letter and resume which outlines their applicable background and skills to vjf@vailjazz.org. Please include dates of availability in your cover letter. Please submit access to your work - blog or other web-based examples, design or written work. Although supporting materials are not required, they are encouraged to demonstrate your skills. Applicants will be selected for phone interviews on a rolling basis and early applicants are encouraged. Decisions will take place by end of March.