2015 Vail Jazz Event Production Intern

About Vail Jazz
Vail Jazz is a non-profit organization based in Vail Colorado whose mission focuses on young musicians and young audiences. Our passion is to share this great American art form with the world while attracting new listeners and broadening the audience for jazz.

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 There will be two interns (the other being a production intern) during the summer, in addition to other seasonal staff. A seasonal Production Manager will be in place at the start of the festival. 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.

This internship is geared towards event production support and event promotions.

Event Production
- Working with Production Manager, set up of event location including hanging banners, pipe and drape, and setting and striking stage. Set up instruments and associated materials (lights, sound equipment, music stands)
- Pick up sponsor collateral and banners as needed.
- Prepare sound and musical equipment prior to events and return after events.
- Coordinate with piano deliveries and other logistical aspects to prepare for events.
- Other duties as assigned.

Promotions & Community Outreach
- Act as a liaison with hotel and property concierges, visitor centers and private clubs to promote Festival concerts and events.

VAIL JAZZ  www.vailjazz.org  vjf@vailjazz.org  970-479-6146
- Distribute posters, flyers and promotional materials throughout the Vail Valley, promoting the events when making deliveries.
- Coordinate with event program delivery sub-contractor.
- Stock event venues with event programs before each show.
- Other duties as assigned.

General Office Support
- Answering phones and take ticket orders as needed.
- Return voicemail inquiries and email correspondences within 24 hours.
- Check Vail Jazz mailbox daily.
- Other duties as assigned.

Skills Required
- Working knowledge of Microsoft Office programs a must; database experience preferred
- Intern must be able to lift 100 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.
- Winning candidate should be a self-starter, someone who can take initiative and jump in to help where he/she sees opportunities. Someone who will roll up your sleeves to work hard alongside the rest of the Vail Jazz team.
- A highly organized individual who can set timelines and adhere to them.
- Familiarity with musical instruments (drums, in particular) a plus.
- Passion for music. While we are focused with growing the audience for jazz, we welcome music lovers of all kinds.

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 Sunday - Thursday, but Intern will be required to work all events, which includes a number of holidays, weekends and nights based on event schedule.
- 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. Applicants will be selected for phone interviews on a rolling basis and early applicants are encouraged. Decisions will take place by end of March.