

YELLOW BARN

music school & festival

Position: Development and Marketing Intern (2 positions available)

Summer Internship: Wednesday June 9, 2010 – Wednesday August 11, 2010

About Yellow Barn: Yellow Barn offers an inspiring five-week study and performance experience in chamber music for advanced students and young professionals during July and August, and an intensive workshop for younger students in June. Over 40 public events are presented to regional audiences from mid-June through early August. Yellow Barn is centered in rural Putney, Vermont, in the southeastern corner, just a few hours from Boston.

Job Description: The Development and Marketing Intern will gain a strong knowledge of the daily responsibilities of running a chamber music festival. The Development and Marketing Intern will assist the Development and Marketing Manager in a broad range of tasks throughout the festival season, including: management of the box office, planning and execution of special events, front of house during concerts, the creation and execution of development, marketing, and public relations initiatives, office management, and other duties as assigned. The Development and Marketing intern is required to work varying long shifts within a 6-day work week during the internship period

Qualifications: Strong candidates will have knowledge of the non-profit sector and will demonstrate an interest in the arts and classical music. Candidates must be quick, efficient, responsible, organized, detail-oriented, good at multi-tasking, have excellent phone and communication skills, and willing to work long hours. Excellent computer skills are a must, including comfort using Microsoft Office tools, databases and managing and updating basic websites, Facebook and Twitter.

Candidates must bring with them a car in good working order, must have a valid United States Drivers License, and must be comfortable driving and carpooling on country roads.

Compensation: Yellow Barn will compensate each Development and Marketing intern \$100 per week for 9 weeks. Yellow Barn will provide housing within the community and three meals a day at the Greenwood School for the duration of the festival where necessary. In addition, interns will have many opportunities to hear wonderful chamber music concerts and work with a great group of people throughout the summer at an internationally renowned arts organization.

Questions and How to Apply:

Applications will be accepted and reviewed on a rolling basis. Apply by **March 15, 2010** for priority consideration. Please send application materials including: Cover letter, résumé and at least two letters of recommendation and two references with contact information to:

Yellow Barn Music School & Festival
Lara Mones, Festival and Projects Manager
RE: DEVELOPMENT AND MARKETING INTERN
63 Main St.
Putney, Vermont 05346
E-mail: Lara@yellowbarn.org
Tel: (802) 387-6637; Fax: (802) 387-4726
www.yellowbarn.org