



SPEND THE SUMMER WITH YELLOW BARN IN BEAUTIFUL PUTNEY, VERMONT!

BOX OFFICE/MUSIC LIBRARIAN INTERNSHIP

June 6-August 14, 2020

Each summer, Yellow Barn hosts interns to assist with production, marketing, and public events. The Yellow Barn interns are essential to the success of our summer programs and concert series, and are welcomed by all to the Yellow Barn family, which ranges from college-age participants to esteemed faculty.

Interns work in tandem with Yellow Barn staff, and can expect daily interactions with Yellow Barn's artistic and executive directors.

Past interns have included those attending advanced degree programs at some of the country's best universities, and who now hold high-level creative and managerial positions in the arts world.

What you can expect from a Yellow Barn internship:

- hands-on job experience alongside Yellow Barn staff
- knowledge and insight into the inner workings of a renowned festival
- social life and professional contacts in the world of chamber music
- a teamwork environment surrounded by nonstop music
- an immersive summer experience in beautiful Vermont

What we expect from you:

- passion for classical music, the arts, and the nonprofit sector
- excellent written and verbal communication skills
- team-player attitude, work ethic, and personal drive
- inherent desire to help others and outstanding customer service skills
- the ability to navigate rural dirt roads

What we provide:

- supportive and professional environment
- room and board for the duration of the internship
- weekly stipend of \$100
- admission to over 20 concerts and free tickets for family

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The Box Office/Music Librarian Intern is responsible for a variety of "front of house" tasks for over 35 public events, including taking and processing ticket orders over the phone, processing contributions, creating weekly email communications and online concert announcements, and completing other administrative tasks as assigned. During concerts and other public events, this intern helps run the box office and collects contributions. In addition, this intern manages Yellow Barn's extensive library of music (400+ scores and

parts each summer), which includes daily tasks such as preparing extra scores and parts on an as-needed basis, handling music distribution, and ensuring returns at the end of the summer. Working as part of a team, this intern will have hands-on experience with festival production, including preparing the campus at the start of the festival, assisting with walk-throughs to reset the campus each morning, packing the campus at the end of the festival, and handling other production tasks as assigned.

The Box Office/Music Librarian Intern is one of three interns serving as residential staff members (RAs) for three weeks during the Young Artists Program for musicians ages 13-20, living in the Greenwood campus dorm with the participants. As RAs, interns conduct evening campus checks, monitor campus activity, provide support and assistance, and contribute to a positive and mature music-making environment.

As part of an immersive summer experience in the world of arts administration and operations, interns are expected to work varying shifts that mirror the musicians' intensive rehearsal and performance schedule.

Qualifications

A track record for success in customer service and detailed administrative work is required for the Box Office/Music Librarian Internship. Successful candidates will have excellent written and verbal communication skills, as well as the ability to: organize information that changes daily, complete tasks consistently despite interruptions, and work independently in a group setting. Candidates must have exceptional computer skills, including experience with printers/copy machines, and proficiency with databases and Microsoft Office tools. In addition, because campus set-up and tear-down are physically demanding, candidates should be able to lift at least 30 lbs comfortably. Candidates must be efficient, responsible, professional, flexible, and thrive in a fast-paced, hard-working environment. Candidates must bring with them a car in good working order, have a valid United States Driver's License, and be comfortable living and driving on country roads.

Compensation

Yellow Barn compensates interns with \$100 per week, and provides a driving stipend for work-related trips during the internship period. Yellow Barn provides housing within the community, three meals per day at the Greenwood School for the duration of the festival, and a per diem when the festival is not in session.

In addition, interns hear numerous world-class chamber music concerts, and work with a group of music lovers throughout the summer at an internationally renowned arts center in beautiful southern Vermont.

About Yellow Barn

The summer interns are active members in the creative activities of a world-class chamber music festival where every part of the process that brings music to performance is respected and held to the highest standard.

Founded in 1969, Yellow Barn is a center for chamber music study and performance in Putney, Vermont, internationally recognized for its distinguished history and innovative approach to lifelong learning. It offers a core program that consists of a five-week study and performance experience in chamber music for young professionals, and the Young Artists Program, an intensive three-week workshop for younger performers and composers. Over 20 public performances are presented from mid-June to August, plus masterclasses, pre-concert discussions, and outreach events. Yellow Barn is a fun and creative community that is dedicated to making music at the highest level of artistic excellence, and sharing it with both local and extended audiences.

Application Information

Applications are accepted on a rolling basis, with a priority deadline of February 15, 2020. Applications are accepted until all internship positions are filled. To apply, please submit an online application, including a cover letter and résumé: <https://www.yellowbarn.org/content/yellow-barn-internships>. For more information, please contact Maria Basescu, Managing Director, at maria@yellowbarn.org