



Bravo! Vail Summer Internship Program

Are you looking for a unique opportunity to expand your skill set and advance your career in arts administration, non-profit management, development, marketing, or live audio engineering and recording? Do you work well in a fast-paced, high-energy, diverse, and rewarding environment? Then look no further, the Bravo! Vail Summer Internship Program could be the perfect fit for you.

Nestled in the heart of Colorado, the Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout the Vail Valley for six weeks each year, drawing music lovers from around the world. The only festival in North America to host four of the world's finest orchestras in a single season, Bravo! Vail celebrates its 33rd season June 25 through August 6. The 2020 season features the Vail debut of Chamber Orchestra of Europe and returning residencies by the Dallas Symphony Orchestra, The Philadelphia Orchestra, and the New York Philharmonic, plus celebrated soloists and a wide array of stellar chamber music performances throughout the summer.

The Bravo! Vail Summer Internship Program is unsurpassed in its reputation of advancing interns into successful careers in arts administration, non-profit management, and beyond. Interns have gone on to work with world-class orchestras, performance venues, festivals, and community-based non-profit organizations. Bravo! Vail is seeking ten highly qualified interns (Education & Engagement, Marketing, Development & Events, Audio Engineering, Operations, and Artist Liaison) who aspire to develop their skill set, seek to network with successful professionals, and aren't afraid to tackle big projects. As an intern at Bravo! Vail, you will work with a variety of our staff, and engage in real projects that will not only help our festival but also build your resume and career opportunities. The ideal intern candidate is willing to jump in, works well in a team environment, and knows how to problem solve in a variety of situations.

Highlights of the Bravo! Vail Internship Program:

- **Intern Enhancement Activities:** Throughout the summer, interns participate in open forum meetings with successful professionals from Bravo! Vail, the resident orchestras' administration, and members of the Bravo! Vail Board of Trustees to get an insider's perspective on many aspects of arts administration.
- **Diverse Projects:** Interns work on all aspects of the Festival including donor events, marketing initiatives, education programs, and operational components. This gives each intern a better perspective as to which area they would like to pursue as a career.
- **Access to concerts:** Interns are able to attend most Bravo! Vail performances.

What We Require:

- Studies in Arts Administration, Marketing, Music Education, Non-profit Management, Live Audio Engineering, Hospitality, or relevant program
- Ability to work well in a team environment with a variety of people and personalities
- Strong communication skills
- Professional, enthusiastic, and positive attitude even in high-pressure situations
- Flexible in nature, especially under pressure
- Organized, with an ability to prioritize time-sensitive projects

- Ability to problem solve and take initiative
- Strongly prefer candidates who are seeking an internship for school credit
- Proficiency in Microsoft Office Suite
- Additional skills and experience may be required for the Audio Engineering internship, including familiarity with recording classical music and mixing for live sound and sound system setup and operation.



Details:

The position begins Wednesday, June 10th and ends Wednesday, August 12th, 2020. Please note that the internship requires long hours; work hours vary significantly and include weekends and evenings. Housing will be provided free of charge for the duration of the program (available 6/8/20). You will receive a paid stipend and a mileage reimbursement for the internship, but you are responsible for travel to and from Vail. Bravo! Vail requires you to bring your own laptop and you must have a vehicle. This internship requires the ability to be on your feet for extended periods of time, and the capability to lift and carry heavy objects.



Many of our former interns have gone on to successful careers in the arts thanks to the experiences they gained from the Bravo! Vail Summer Internship Program

"I was intrigued by Bravo! Vail's reputation for bringing world-class orchestras, chamber ensembles, and soloists to the Vail Valley for residencies but even more so for its commitment to music education. During my summer I worked on using the platforms and opportunities given to me to focus on helping the organization create purposeful, professional, brand- and mission-driven marketing content. I also had the incredible chance to network with and facilitate several interviews with prominent names in the music world,

including James Ehnes, Bruce Adolphe, and Third Coast Percussion. Through the Bravo! Vail Internship Program I've learned so much about who I am as a future arts professional, what I can do in the industry, and where I see myself in the future." – 2019 Bravo! Vail Marketing Intern



"Bravo! Vail's internship has been life changing. The opportunity to learn from the amazing Bravo! staff and work with world class musicians has been an invaluable experience for my development as a young arts professional. Being a part of bringing music to people throughout the Vail Valley has inspired me to choose a career path that strives to increase access to the arts. Through my time spent at Bravo!, I felt truly valued and a part of the Bravo! team!" – 2017 & 2018 Bravo! Vail Education Intern

Education & Engagement Programs Intern, one position available:

- Assist with all elements of producing successful Education & Engagement events including front of house duties, back of house preparation, and overall coordination of events with staff and artists
- Help to coordinate and present Little Listeners @ the Library, Family Concerts, masterclasses, hospital and senior center concerts, Pre-Concert Talks etc.
- Assist with Instrument Petting Zoo events
- Coordinate and assist with artist contracts and artist relations for Education & Engagement Programs
- Collect program evaluation data and compile information for end of season presentation
- Assist Education & Engagement staff with enrollment process for the Bravo! Vail After-School Piano and Violin Programs
- Assist Education & Engagement staff with the Piano and Violin Summer Intensive for local students
- Attend all Education & Engagement staff meetings, committee meetings, and June Board meeting
- Additional tasks as assigned by Education & Engagement Staff

Marketing Interns, two positions available:

- Be a brand ambassador in our community by distributing marketing materials as needed throughout the season. Must be outgoing and comfortable engaging with the community
- Champion the hospitality outreach program. Create and present one-sheeters to concierges throughout the Valley on a weekly basis. People skills and resourcefulness a must. Working knowledge of InDesign and Photoshop a plus
- Maintain timelines and meet deadlines for paid media campaigns
- Create daily newspaper ads and town talk submissions
- Assist with the full production cycle (planning, execution, reviewing, gaining approval, posting) of social media content for various channels under Manager direction. (Including but not limited to Instagram takeovers and Facebook live videos). Having technical experience with live stream a plus
- Attend concerts as scheduled. Set up wayfinding signs, collateral, lead generations, and other marketing materials as needed. Assist with ticket scanning and post-concert break-down of materials
- Collect content for emails (including but not limited to photos and copy)
- Weekly statistic retrieval and reporting on KPIs of website, email, social media, and others. Google Data Studio Report experience a plus
- Upload approved concert videos to YouTube and Vimeo with descriptions and tags
- Archive emails, photos, videos, press clippings and other items specific to the season
- Assist Managers with Lead Generation Program
- Create collateral pieces as needed (including but not limited to concert text and translations, development and education pieces, end of season report covers)
- Fulfill media requests including the distribution of photos and videos as needed
- Research and present final reports at the end of the season
- Must be highly organized, professional, and driven to excel under pressure
- Must maintain a positive attitude and work effectively in a team as well as independently

Development and Events Interns, two positions available:

- Assist Development staff with planning and execution of donor events
- Attend all events as assigned, and assist with set-up, staffing reception table, and break-down; other event duties as needed
- Assist with Development photography and social media needs at events for corporate sponsor recognition. Collaborate with Marketing Department for planning and distribution of photo assets
- Create event collateral as needed, specifically event sponsor signs and nametags. Working knowledge of InDesign and Photoshop a plus
- Assist with planning and execution of online auction
 - Prepare all necessary auction collateral
 - Upload auction item descriptions and photos to online platform
 - Produce thank you cards for auction donors, buyers and sponsors
 - Assist in auction follow-up
- Record RSVPs in Tessitura database and maintain RSVP lists for social events; Tessitura experience a plus
- Create final reports for all event and festival sponsors
- Interact with donors on a regular basis via telephone, email, and in person
- Assist in donor fulfillment duties as needed
- Prepare Development reports for staff as needed
- Drive throughout the Valley, including some long distances to events
- Other duties as assigned

Audio Engineering Interns, two positions available:

- Manage archival recording and sound system needs at all concert series and donor events
- Manage the Bravo! Vail recording equipment inventory, including allocating equipment between Audio Engineering interns for successful archival recording of simultaneous concerts and events and responsible use and care of the equipment
- Manage the Bravo! Vail archive, including mixing and mastering of recorded concerts, proper file storage and management of all recorded concerts and events, maintaining the archive catalog file, and maintaining regular updates of archive material to the archive volumes, including redundant backup
- Read and understand stage plots, orchestral instrumentation sheets and audio input lists
- Maintain attention to detail and respect for musicians and patrons
- Operation of live sound systems and recording equipment, including system setup, sound check and proper equalization for events that require announcer and playback functionality
- Careful microphone setup, including properly unpacking and packing DPA, Schoeps, Neumann, and other expensive microphones, setting up and placing microphones on stands, running and patching microphone cables and sub-snakes onstage, and sound system and input list patching
- Transport of recording equipment and small sound systems to various venues in personal vehicle; unloading and loading of audio equipment
- Proper cable management and coiling
- Other duties as assigned

Operations Intern, (tentatively filled for 2020):

- Assist with all elements of producing successful orchestral and chamber music concerts
- Assist with front of house duties for a diverse array of community engagement concerts
- Attend and assist with rehearsals, including organizing catering and light production assistance
- Interface with and assist guest artists
- Track important information in Arts Vision, including repertoire history and the guest artist database
- Assist the Marketing Department with content production (e.g. artist interviews)
- Other duties as assigned by Director of Operations

Artist Liaison, (tentatively filled for 2020):

- This is a unique and demanding position for someone with a strong background and/or interest in classical music, concert logistics, and artist relations
- Responsibilities include: dealing directly with artists and their managers, organizing itineraries, rehearsal schedules, transportation, etc. and other duties as assigned by Artistic staff
- Hours are much longer and the demands are generally greater than that of the other internships positions

Shared Intern Responsibilities:

- Assist with collateral distribution: distribute Bravo! Vail posters, pocket calendars, and other collateral pieces throughout the Valley
- Assist with Family Concerts and education activities throughout the summer
- Organize and distribute donor gift bags at concerts
- Represent Bravo! Vail in a positive, professional manner both on- and off-duty
- Other duties as assigned by Bravo! Vail staff

Application Information:

For more information on Bravo! Vail, please visit bravovail.org.

Deadline to apply is **February 20, 2020**. Please send a cover letter and resume (PDF files preferred) to internship@bravovail.org with the subject line "Your Name and Position Applying For" (i.e. "Joe Smith, Development"). If you are interested in more than one position, please make a note in the subject line and attach all application materials for each position. You will receive a response indicating receipt of your application(s).

Want to get an extra edge on your application? We want to get to know you! Include a link or attach a video of a short, 3-minute MAXIMUM video to internship@bravovail.org telling us about yourself. Here are some questions for which we are eager to hear your responses:

- What unique qualities could you bring to our team?
- Why do you want to work for Bravo! Vail?
- What do you hope to gain from this experience if you are given the opportunity?

Please note the quality of the video is NOT IMPORTANT. We just want to know more about who you are and how you would fit into our team. If you do post the video online, please only do so with a private setting.