



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 sound recording? Do you work well in a fast-paced, high-energy, diverse, and rewarding environment? Then look no further, the Bravo! Vail Internship Program could be the perfect opportunity for you.

Hailed as one of the Top 15 Classical Music Festivals in the US by NPR in 2017 and 2018, the Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout Vail Valley in Colorado 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 32nd season June 20 through August 1, 2019. The 2019 season features the North American debut of Anne-Sophie Mutter with Chamber Orchestra Vienna – Berlin and returning residencies by the Dallas Symphony Orchestra, The Philadelphia Orchestra, and the New York Philharmonic, plus celebrated concerto artists and a wide array of stellar chamber music performances throughout the summer. Joining the Bravo! Vail team as an intern is an experience of a lifetime which provides countless opportunities to kick start your career and expand your knowledge base.

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 nine highly qualified interns (Marketing, Development, Sound Recording, Operations, Education 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, while working on 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 right 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 will participate in open forum meetings with successful professionals from Bravo! Vail, the resident orchestras' administration, and 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. In addition to their internship focus, this unique opportunity gives each intern a better perspective of which area they would like to pursue as a career.
- **Networking Opportunities:** Interns will have the chance to network with a wide range of successful professionals from board members to arts administrators at performances, donor events, and countless meetings throughout the summer.
- **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, Sound Recording, Hospitality, or other relevant program
- Strong communication skills
- Ability to work well in a team environment with a variety of people
- Flexible in nature, especially under pressure
- Organized, with an ability to prioritize time-sensitive projects
- Interest in classical music, the arts, non-profits, development, education, marketing, or sound engineering as a career
- Enthusiastic, positive attitude even in high-pressure situations
- Strongly prefer candidates who are seeking an internship for school credit

- Ability to problem solve and take initiative
- Proficiency in Microsoft Office Suite
- Additional skills and experience may be required for the sound engineering internship, including a familiarity with recording classical music and the ability to correctly wrap/coil audio cables

Bravo! Vail has developed a program which ensures you will receive a learning experience that fits your career goals. You will become knowledgeable in many areas of a non-profit arts organization. You will learn how to work in a professional environment and have several opportunities to network with leaders in the arts industry. For more information on Bravo! Vail, please visit bravovail.org.



Details:

The position begins Wednesday, June 5th and ends Friday, August 9th, 2019. The internship work hours will vary significantly, but include events on the weekends and evenings. You will receive housing for the duration of the program (available 6/3/19) and a paid stipend for the internship. Bravo! Vail requires you to bring your own laptop for work and you must have a vehicle. You will be reimbursed for mileage during the festival, but are responsible for the expense of getting to and from Vail. Please note that the internship sometimes requires long hours. In addition, 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 could go on and on about one of the best summers of my life! I'm not sure if I will ever find a more pleasant, fun, easy to work with yet dedicated and experienced staff as I did at Bravo! Vail. I appreciated the amount of responsibility that was placed on us interns. I felt as though from the beginning the staff stressed how important we interns were to the success of the festival, and I was constantly driven by that understanding. Yet, I felt comfortable making mistakes, trying new things, and asking anyone in the office for help when needed. From the internship, I gained extensive knowledge in event management and increased my communication skills by working with donors. Overall, it was a tremendous and fulfilling experience.

– 2014 Bravo! Vail Intern



In addition to duties for my department, I had numerous opportunities to interact with and assist different parts of the organization. This allowed me to gain a much better understanding of how an arts organization functions as a whole. Seeing how the Bravo! season comes together was an incredible experience. And since it is such a full and diverse schedule, we were able to participate in a wide range of activities that are vital to arts organizations, including performance, donor events, committee and board meetings, and education and community outreach events. The summer I spent with Bravo! Vail was invaluable in my professional development and growth as an arts administrator.

- 2015 Bravo! Vail Intern

Operations Intern, (position filled for 2019):

- Assist with all elements of producing successful orchestral and chamber music concerts
- Assists 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 and assist guest artists
- Track important information in Arts Vision, including repertoire history and the guest artist database
- Assist with collateral distribution
- Other duties as assigned by Director of Operations

Education Intern, one position available:

- Assist with all elements of producing successful education & community events including front of house duties, back of house preparation, and overall coordination of events with staff and guests
- Assist with Instrument Petting Zoo Events
- Coordinate and assist with artist relations in presenting educational programs
- Assist with all community outreach events
- Assist Education Staff with enrollment process for academic year programming
- Attend all Education staff & Education Committee meetings
- Assist Education staff with all student initiatives during season (master classes, etc.)
- Help to coordinate and present Free Family Concerts
- Other tasks as assigned by Education Staff

Marketing and Public Relations Interns, two positions available:

- Create and deploy pre-and post-concert emails (includes maintaining email communication timeline, pulling lists, digital media management, editing copy, testing emails, and gathering data)
- Learn the website content management system and assist with website updates
- Champion the hospitality outreach program (includes visiting hotels weekly to discuss programming and ticket information. People skills and resourcefulness a must. Creating weekly one-sheeters and photo frame digital media. Working knowledge of InDesign and Photoshop preferred)
- Distribute posters as needed throughout the season (must be outgoing and comfortable engaging with the community)
- Create daily newspaper ads and town talk submissions, maintain timelines and meet deadlines (must be highly organized)
- Archiving: collateral, emails, photos, videos, press clippings, soiree photos for development and other items specific to the season
- Upload approved concert videos onto YouTube and Vimeo channels including descriptions and tags for each
- Assist with capturing social media, posting on various social channels under Manager direction, support with Instagram takeovers and Facebook live videos.
- Upload and organize concert photography into Dropbox
- Attend concerts as scheduled and set up wayfinding signs, collateral, ticket scanning, and other marketing materials as needed
- Create collateral pieces as needed (including but not limited to: amphitheater screen slides, development and education pieces, concert texts and translations)
- Assist operations with morning productions at concert venues
- Lead generation data entry
- Weekly social media statistics (retrieval and analysis)
- Research, create and present post-season final reports
- Other duties as assigned
- 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, reception table, nametags, and break-down; other event duties as needed
- Assist with development photography and social media needs at events for corporate sponsor recognition
- Create sponsor recognition and event collateral as needed, specifically event sponsor signs; Photoshop and InDesign skills are 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 is a plus
- Organize and distribute donor gift bags at concerts
- 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
- Other duties as assigned

Sound Recording Interns, two positions available:

- Under the direction of the chief sound engineer, sound intern will:
 - Record all concerts and events that are part of the Festival for archival purposes.
 - Handle mixing, mastering and archiving all events recorded
 - Assist where needed at the Ford Amphitheater and other locations.
 - Other duties as assigned

Artist Liaison, one position available:

- 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. The hours are much longer and the demands are generally greater than that of the other internships. Please indicate if you would like to be considered for this opportunity.

Shared Intern Responsibilities:

- Attend all concerts and events on a shared rotation
- Assist with collateral distribution: distribute Bravo! Vail posters, pocket calendars, and other collateral throughout town
- Assist with Free Family Concerts and education activities throughout the summer
- Assist with any projects that may arise as needed
- Other duties as assigned by Bravo! Vail staff

Application Information:

Deadline to apply is **February 20, 2019**. 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 your cover letter and email. You will receive a response indicating receipt of your application.

Want to get an extra edge on your application? We want to get to know you! Include a link or attached a video of a short, 3-minute MAXIMUM video to internship@bravovail.org telling us about yourself. Please remember

to make your video private if uploading to YouTube. Here are some questions for which we are eager to hear 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. You can record the short video on your smartphone, we don't care! 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.