

Litchfield Jazz Camp

Produced by the not for profit Litchfield Performing Arts, Inc.

Not-for-Profit Summer Music Camp

Litchfield Performing Arts presents The Litchfield Jazz Camp

Position is Unpaid. On-site Room & Board Provided. College Credit Possible.

Beginning: July 2012

Location: Kent, CT

This internship will provide real-life experience in administration and organization of one of the nation's leading summer music camp. Work will include, assisting with student registration, assorted office tasks, generating and formatting reports, working with Excel documents, viewing and manipulating the online student database, and assisting in the organization and set-up of all of the music equipment. Our office relies heavily and places an emphasis on the use of technology to administrate the camp as efficiently as possible. You will have hands-on experience learning advanced Excel/Word features as well as a chance to learn Filemaker Pro. Our office always maintains a very informal atmosphere.

Requirements:

- Fully versed in Microsoft office (Word, Excel), and general computer use
- Valid US Driver's License (A car is recommended, but not required)
- High level of Attention to detail, ability to follow detailed instructions
- Proactive
- Reliable
- Responsible
- Works well both independently & in a team atmosphere

Application requirements:

All applicants must provide a cover letter, resume, and three references upon request. Deadline for application March 2nd.

Schedule & Compensation:

Applicants must be able to work Sunday-Friday, and some Saturdays. Office hours tend to be 8:00AM - 5PM, but some days may require additional work. The internship will begin the first week of July and will conclude by August 15th. Dormitory housing and all meals are provided. We are researching how to get interns college credit. Full admittance to the Litchfield Jazz Festival which occurs at the end of the camp is also included.

Location:

Our camp and camp office is located on the campus of the The Kent School in Kent Connecticut. The office is air-conditioned. The campus is also located on the Appalachian trail, and nearby several rivers and falls. There will be opportunities to enjoy the natural surroundings of the camp for leisure as well as the astounding performances every night by our camp faculty.

Start Date:

1st week of July 2012.

Contact:

Please send your cover letter, resume, and any questions to: andrew@litchfieldjazzfest.com

For more information about camp visit: www.LitchfieldJazzFest.com/jazz-camp

For internship listing visit: <http://litchfieldjazzfest.com/lpa/jobs-interns/internships/>

Litchfield Jazz Festival

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Two Interns Needed: Special Events Coordinator & Volunteer Coordinator

Position is Unpaid. Local Room & Board Available Free of Charge. College Credit Possible.

Interns Needed: May- mid August 2012

Location: Goshen, CT

Be a part of an internationally recognized Festival! The Litchfield Jazz Festival is seeking two interns to help run the 2012 Festival in Goshen, CT August 10-12. These internships will provide real-life experience in major event coordination, handling contracts, managing personnel, leadership and much more. Interns are a major part of our team.

Responsibilities include: Both interns will assist with administrative tasks as assigned, and ad sales for our Festival program book. The **special events coordinator** will work directly with our board of directors fundraising committee and Executive Director to coordinate the Festival Opening Night fundraising gala and auction. The coordinator will be responsible for managing all auction items, writing descriptions, working with contractors and sponsors, running the online auction, and handling on-site event needs. The special events coordinator will also assist our Artist Manager with Festival artist contracts and CD sales. Candidate must be able to easily learn new computer programs. The **volunteer coordinator** is responsible for the full management (recruiting, scheduling, training, and overseeing on-site) the 100+ volunteers that make the Festival a-go. Candidate must be customer-service oriented and diplomatic. This intern will also take the lead in ad sales for the Festival program book, and coordinate production of the book with printers.

The summer is a fast-paced high-energy time for our dedicated team. Candidates must be able to jump right in, be a self-starter, positive thinker, team player and be able to work in a creative environment. The candidate must be able to work independently, prioritize assignments, be organized, and follow through always keeping the Executive Director and other staff apprised of progress.

Requirements:

- Fully versed in Microsoft office (Word, Excel), and general computer use
- Good customer service

Application requirements:

All applicants must provide a cover letter, resume, and two written references. Deadline to apply March 2

Schedule:

Applicants must be able to work Monday-Friday, and the weekend of the Jazz Festival. Office hours tend to be 9AM - 5PM, but some flexibility is available. Position begins late May. Interns must be able to work at least through August 17th. Local dormitory housing at our Litchfield Jazz Camp and all meals are available free of charge. We are researching how to get interns college credit.

Location:

Litchfield Performing Arts is located in Goshen, CT. The Festival is held on Goshen Fairgrounds.

Contact:

Send application information to: Jessica@litchfieldjazzfest.com , <http://www.LitchfieldJazzFest.com>