

Music@Menlo

CHAMBER MUSIC FESTIVAL AND INSTITUTE • DAVID FINCKEL & WU HAN, ARTISTIC DIRECTORS

Merchandising and Sales Intern (2 positions)

Location: Atherton/Menlo Park, California

MUSIC@MENLO, the San Francisco Peninsula's premier chamber music festival, brings some of the world's leading musicians, students, and scholars to the San Francisco Bay Area each summer for three weeks of public concerts, lectures, and workshops. Concurrent with the festival is Music@Menlo's Chamber Music Institute, which offers two distinct programs for serious music students and preprofessional musicians ages 9 to 29.

Music@Menlo's internship program is ideally suited for motivated individuals who are eager to learn about the field of arts management and related work areas in a professional setting. An internship with Music@Menlo offers invaluable training and mentorship towards a professional career in arts management or nonprofit administration. Through on-the-job training and hands-on experience, interns will build practical experience and develop professional skills to take them into the next stage of their career development. To learn more, please visit www.musicatmenlo.org.

Description

Music@Menlo is seeking mature, reliable Merchandising and Sales Interns for its 2017 season. Successful candidates will have the opportunity to learn more about what goes on behind the scenes at an internationally renowned arts organization and to gain valuable, practical skills in merchandising, sales, customer relations, and arts management. Prior to the festival, Merchandising and Sales interns will gain hands-on experience in the development of festival merchandise and the creation of a festival store at each venue selling festival merchandise. During the festival, Merchandising and Sales interns will learn inventory management, sales reporting, and relationship management through the sales of festival merchandise and will call ticketing activities.

Responsibilities

Merchandising and Sales Interns will carryout the following responsibilities:

Pre-Festival:

- Assist with all aspects of the development, marketing and sales of festival merchandise, including apparel, tote bags, mugs, CDs, posters, etc.
- Prepare and present merchandise proposal to festival staff recommending new items to sell for festival season, including product pricing and projected sales
- Research and contact vendors for price quotes on merchandise and place orders for new festival merchandise
- Coordinate the sale of artist merchandise with artists or artist managers
- Work with festival staff to arrange artist autograph sessions during events
- Design and assemble attractive and engaging merchandise packaging, product displays and signage at each venue
- Collaborate with Development Interns and Artist Liaison on home host, event host, and artist gifts

During the Festival:

- Provide and manage on-site merchandise sales at festival concerts and events, which includes set-up, breakdown, and cleanup
- Assist the Patron Services team with the management of free-ticket reservations and distribution for free festival events; prepare and set-up will-call at free events and serve as primary point of contact by checking patrons in, distributing free tickets, and answering general questions about festival offerings
- Oversee merchandise sales at festival's Welcome Center
- Perform daily inventory check of all festival merchandise and reconcile cash sales and prepare sales reports
- Represent the festival professionally and responsibly at all times, from working with vendors to welcoming festival guests and artists

Qualifications

The ideal candidates will have strong interpersonal, analytical, and organizational skills; impeccable attention to detail; positive energy and a willingness to pitch in and be a team player wherever needed. Through this internship, interns have the opportunity to further develop these job skills as well as learn new skills. The position requires flexibility and the ability to thrive in a fast-paced environment. Interns must be open to receiving feedback and guidance throughout the course of their internship. An interest in classical music or the performing arts is helpful, but not required.

In addition, the following qualifications must be demonstrated for this position:

- Ability to remain calm in a fast-paced environment with a friendly demeanor
- Ability to work independently but integrate with a larger, cohesive team
- Ability to lift and carry at least 20 pounds
- Valid driver's license required. Personal vehicle preferred, however, a company vehicle may be available for work-related errands for those who are at least 21 years of age by June 12, 2017. All drivers subject to driving background check. Business mileage for personal vehicle is reimbursable.

Preferred

- Prior customer service experience
- Prior experience with Excel

Dates, Compensation, Work Hours, Misc. Info

Internship dates are June 12 through August 9, 2017. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$10.50 per hour. Work hours through July 7 will be approximately 9:00 a.m. to 5:30 p.m., Monday through Friday allowing for one half-hour lunch. Beginning July 8, the work schedule will change to include various forty-hour work week shifts, which may begin mid-week and include Saturday and Sunday hours plus paid overtime. All interns are required to complete a successful background check as required by California State law. Successful candidates will be responsible for securing his/her own housing and transportation arrangements in the Atherton/Menlo Park/Palo Alto area.

In addition, interns will receive the following:

- On-the-job training and hands-on experience working with the organization's staff in a professional supportive environment
- A broad perspective on the many components that form an internationally renowned classical music festival
- Free tickets to select performances, subject to availability and schedule demands
- For positions beginning prior to July 1, a seminar series led by staff and guest speakers focusing on topics related to nonprofit administration, such as marketing, fund-raising, financial management, and strategic planning
- Career development assistance
- College credit, work study, independent study, and/or cooperative learning programs may be available through your college or university. Participants may arrange for academic credit through their school, but it is certainly not a requirement.

To Apply

Complete the application form at www.musicatmenlo.org and send with supporting materials to the address stated on the application. Applications will be reviewed as they arrive, so early applications are encouraged. Preferred deadline: March 1, 2017, however, applications will be considered until position is filled.