

Music@Menlo

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

Production/Stage Crew Intern (8 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, production, stage 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, proactive, and reliable Production Interns for its 2017 season. Interns will be responsible for all production aspects of rehearsals and concerts including, but not limited to, staging, lighting, and choreographing and executing all stage changes and strike. Each intern will have the opportunity to take a leadership role in stage managing one or more performances. Interns will have the opportunity to interact with internationally renowned musicians and many talented professionals.

Responsibilities:

Pre-festival:

- Learn the complete production schedule including when and where all events will take place
- Become familiar with festival staff and artist roster
- Assist with preparation of all concert and event spaces including stage load-in and installation, lighting and audio load-in and setup, outdoor concessions design and setup; also includes setting up teaching facilities and other temporary work spaces
- Assist with stage assembly which includes moving large, heavy stage platform pieces
- Conduct inventory management and purchase supplies and equipment as needed

During the festival:

- Assist with daily preparation, maintenance, clean up and closing of all rehearsal, performance and outdoor spaces
- Work directly with lecturers in preparing, setting up and running all aspects of their presentations
- Supervise and document all rehearsals and concerts while providing whatever support the musicians and production staff need
- Operate digital video cameras and audio for the live streaming of select lectures and events
- Work directly with the Production Manager and Audio Engineer to keep all recording sessions on schedule
- Run all events including coordinating stage changes, running lighting, monitoring backstage areas, and ensuring safety and security of artists
- Assist with concert/lecture preset and running; assist with organizing and calling backstage cues including stage and lighting changes and artist entrances
- Assist with green room refreshment preparation and clean up
- Assist other intern teams and staff with event setup

Qualifications

The ideal candidates will have strong time management skills as well as organizational and interpersonal skills; impeccable attention to detail; positive energy and a willingness to pitch in and be a team player wherever needed. Through this internship, the intern will have the ability 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:

- Position can be very physical. Must be able to move heavy objects including the ability to lift and carry 40+ pounds. Must be able to traverse stairs and move about campus and backstage areas easily.
- Organized, professional team player; ability to problem solve, be quick on your feet and remain calm in a fast-paced environment
- Ability to multi-task while keeping detailed records from rehearsal to concert
- 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 July 1, 2017. All drivers subject to driving background check. Business mileage for personal vehicle is reimbursable.

Preferred

- Stage management/crew experience or general working knowledge of theatre and/or concerts
- Interest in pursuing a career in technical theatre, stage management, or arts management
- General electrical knowledge of simple lighting and dimmers
- Experience with general audiovisual equipment such as LCD projectors, wireless mics, and sound amplification equipment
- Knowledge of classical music helpful

Dates, Compensation, Work Hours, Misc. Info

Internship dates are July 5 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. 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 their 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.