

# Music@Menlo

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

## **Merchandising Intern (2 positions)** *Reports to Director of Artistic Operations*

Music@Menlo is seeking two mature and reliable Merchandising Interns for its 2019 season. Through project-based, hands-on work, interns will have the opportunity to learn more about what goes on behind the scenes at an international arts organization and to gain valuable, practical skills in merchandising, sales, customer relations, and arts management. Prior to the festival, Merchandising Interns will gain experience in the development of festival merchandise and the creation of a festival store at each venue selling festival merchandise. During the festival, interns will learn inventory management, sales reporting, and relationship management through the sales of festival merchandise.

### **Responsibilities**

#### Pre-festival:

- Assist with all aspects of the development, marketing, and sales of festival merchandise, including apparel, tote bags, mugs, CDs, and posters
- 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 setup, breakdown, and cleanup; some heavy lifting required
- Perform daily inventory check and management of all festival merchandise
- Reconcile cash and credit sales and prepare sales reports
- Manage multiple budgets and track expenses with attention to detail
- Oversee merchandise sales at festival's Welcome Center
- Represent the festival professionally and responsibly at all times, from working with vendors to welcoming festival guests and artists
- Work with the Development and Hospitality and Events Interns at festival donor parties to ensure successful event production including guest list management, setup, hands-on catering, breakdown, and cleanup as needed

### **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 are required to ensure a meaningful, well-rounded experience for interns:

- 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 twenty 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 twenty-one years of age by June 10, 2019. 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 10 through August 7, 2019. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$12.00 per hour. Work hours through July 3 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 will include Saturday and Sunday hours plus paid overtime. All interns are required to complete a successful background check as required by California State law. Interns 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 management, including nonprofit finance, strategic planning, fundraising, and arts marketing
- 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, if desired.

#### **To Apply**

Complete the application form at [www.musicatmenlo.org/about/internships](http://www.musicatmenlo.org/about/internships).

**Preferred deadline: February 15, 2019, or until position is filled.**

#### **About Music@Menlo**

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global chamber music community.

#### **About the Arts Management Internship Program**

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 gain practical experience and develop professional skills to take them into the next stage of their career development.