

## West Cork Music Festival Intern

**West Cork Chamber Music Festival 30 June - 8 July 2017**

**West Cork Literary Festival 14-21 July 2017**

### FESTIVALS OVERVIEW

West Cork Music promotes and runs the West Cork Chamber Music Festival and the West Cork Literary Festival. The music Festival runs for 9 days with approximately 5 concerts, 3 masterclasses taking place each day, a total of 70 events. The literary Festival runs for a week with readings, workshops, seminars, children's events and interviews in a packed daily programme.

The Festival Manager Intern is responsible for providing hands-on support to the West Cork Music team that runs both these festivals. This position focuses specifically on event management with a wide range of activities. This role will be an integral part of the team in the lead up to and during both the West Cork Chamber Music Festival and the West Cork Literary Festival. The intern in this position needs to be able to work with many different kinds of people and be able to adapt to a lot of different situations.

**Internship duration: The position will commence in June and conclude in late July – specific dates will be agreed with successful candidate**

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Work with the Festival team in producing and coordinating schedules and a wide range of festival documentation
- Assist the Festival Managers with programme documentation prior to the festivals
- Assist in artist coordination prior to and during Festivals
- Assist in publicity and marketing
- Other duties as assigned

### QUALIFICATIONS/PERSONAL REQUIREMENTS

- Must have flexible schedule and be available for the whole period
- Ability to work as part of team in busy environment
- Detail oriented, well-organized, self-motivated and can follow instructions
- Responsible individual with a "can-do" attitude and flexibility
- Use of Microsoft Office Suite is an advantage
- Interest in music and/or literature, arts administration and event planning

### BENEFITS

- Meals (lunch and dinner) covered for the duration of the Festival 1-9 July
- Accommodation provided
- Gain experience in non-profit development, event and festival management
- Opportunity to work behind the scenes in a major international festival
- Be part of an experienced team with a wide range of skills
- Real world knowledge of planning and running international festivals

To apply for the above listed position, please submit a cover letter, along with a CV to Clodagh Whelan, Programme Manager to [clodaghwcm@eircom.net](mailto:clodaghwcm@eircom.net). Please include "Festival Intern" in the email subject heading. **Deadline is 15<sup>th</sup> May 2017**