

West Cork Music Programme Production Internship

West Cork Chamber Music Festival 30 June -8 July 2017

Festivals Overview

West Cork Music promotes and runs the West Cork Chamber Music Festival. The Festival runs for 9 days with approximately 5 concerts, 3 masterclasses taking place each day, a total of 70 events.

The Festival's Programme Production Intern is responsible for providing hands-on support to the Production Manager.

This position is a highly active role focusing specifically on event management – venue setup, maintaining and takedown as well as overall event production.

Internship duration: The position will commence on the June 27th and finish on the 10th July

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Work with the Festival Production Manager in setting up, organising and maintaining event venues
- Assist the Production Manager on production / programme needs as they arise
- Assist Venue Managers with event resets: moving chairs, lights, stage as needed for rehearsals and concert
- Assist with keeping detailed records of supplies used at each event
- Assist in the coordination of event volunteers
- Other duties as assigned

QUALIFICATIONS

- Must have flexible schedule and be available for scheduling for duration of Festival
- Ability to work as part of team, ability to work in high stress situations
- Detail oriented, well-organized and self-motivated
- Interest in arts administration, event planning and production
- Having a full driving licence and access to a vehicle is an advantage.

BENEFITS

- Meals (Lunch and Dinner) covered for the duration of the Festival 30 June - 8 July
- Accommodation provided
- Gain experience in non-profit development, event management, and volunteer coordination
- Opportunity to work behind the scenes in a major international festival

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. Please include "Production Intern" in the email subject heading. **Deadline is 15th May 2017**