

West Cork Music Festival Intern

West Cork Chamber Music Festival 24 June-3 July 2022

FESTIVALS OVERVIEW

West Cork Music promotes and runs the West Cork Chamber Music Festival. The music Festival runs for 10 days with approximately 6-10 concerts, 4 masterclasses taking place each day, a total of 107 events.

The Festival Intern is responsible for providing hands-on support to the West Cork Music team that runs this Festival. 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. The Intern needs to be able to work with many different kinds of people and be able to adapt to a lot of different situations.

The Internship will last approximately four weeks, commencing 6th June and concluding not before 4 July.

PRINCIPAL DUTIES AND RESPONSIBILITIES - WCCMF

- 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 proof-reading Festival Programme, formatting and proofing lyric sheets and coordinating the printing.
- Assist Festival Programme Coordinator in cross-checking Festival main schedule with individual artist schedules and ensure their clear formatting
- Prepare Festival Handbook with Programme Coordinator and ensure circulation to Venue Managers, Production Manager and other key staff
- Prepare Artist packs with schedules, Bantry map, welcome letter, meal vouchers and other documentation
- Prepare meal voucher for Festival team
- Assist in artist coordination prior to and during Festival
- Assist in volunteer coordination prior to and during the Festival
- Assist in publicity and marketing

Francis Humphrys, CEO and AD