

POSITION TITLE:

Company Management Intern

REPORTING RELATIONSHIPS:

Company management interns report to the SummerScape company manager and work closely with the assistant company manager, artists, production staff, project producers, administrative staff, and box office staff.

POSITION SUMMARY:

Company management interns work with the company management team to provide company care to over 300 SummerScape and Bard Music Festival staff and visiting artists, specifically in the realms of their transportation, housing, and dining needs.

Employment begins May 28 and ends August 23. Company management internships are paid an hourly rate of \$11.10 (40 hrs/week plus some overtime) and are offered on-campus housing.

RESPONSIBILITIES:

Essential responsibilities include assisting in the facilitation of travel, housing, and meals for festival staff and artists. Company management interns are responsible for manning the festival concierge desk and for driving company vehicles for festival purposes.

Daily responsibilities change depending on the needs of the festival. Interns are responsible for being on time for their scheduled shifts (5 minutes early), to check in with a supervisor and prioritize their day's tasks.

Company management interns are often the first person that an artist, staff member or the public will meet while at the festival. For this and other reasons, interns are responsible to maintain a welcoming and helpful attitude throughout all aspects of their workday.

QUALIFICATIONS:

Only candidates with a valid driver's license will be considered. Successful candidates enjoy driving, always drive safely, and have some experience driving a large passenger vehicle and/or driving in New York City or similar city driving experience.

Previous experience in theater production, theater management, food service, hotel service, and/or transportation management is a plus.

A qualified candidate will have strong organization skills, excellent follow-through, computer proficiency, is comfortable working in a fast-paced environment and able to spot and solve problems quickly.

Ideal candidates exude a positive attitude while interacting with all Bard staff, visiting artists and the public.