



Jane & Gary Bomba Bravo! Vail Summer Internship Program

Are you looking for a unique opportunity to expand your skill set and advance your career in arts administration, non-profit management, development, marketing, music education, festival operations, or live audio engineering and recording? Do you work well in a fast-paced, high-energy, diverse, and rewarding environment? Then look no further, the Bravo! Vail Summer Internship Program could be the perfect fit for you.

Nestled in the heart of Colorado's Rocky Mountains, the Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout the Vail Valley for six weeks each year, drawing music lovers from around the world. The only festival in North America to host four of the world's finest orchestras in a single season, Bravo! Vail celebrates its 38th season June 19 through July 31. The Chamber Orchestra of Europe makes its highly anticipated debut led by acclaimed German conductor Matthias Pintscher. Internationally renowned resident orchestras—the Dallas Symphony Orchestra, The Philadelphia Orchestra, and the New York Philharmonic—also headline the Orchestral Series alongside distinguished guest conductors.

A fifth orchestra is added to the Festival—Mexico's Sinfónica de Minería—following last year's dynamic residency. Led by Artistic Director Carlos Miguel Prieto, the orchestra returns to perform a free concert in Avon, a Chamber Music Series concert, and education and community engagement concerts and events throughout the Vail Valley

The Jane & Gary Bomba Bravo! Vail Summer Internship Program is unsurpassed in its reputation of advancing interns into successful careers in arts administration, non-profit management, and beyond. Interns have gone on to work with world-class orchestras, performance venues, festivals, and community-based non-profit organizations. Bravo! Vail is seeking eight highly qualified interns (Education & Engagement, Institutional Advancement, Audio Engineering, and Operations) who aspire to develop their skill set, seek to network with successful professionals, and are not afraid to tackle big projects. As an intern at Bravo! Vail, you will work with a variety of our staff, and engage in real projects that will not only help our festival but also build your resume and career opportunities. The ideal intern candidate is willing to jump in, works well in a team environment, and knows how to problem solve in a variety of situations.

Highlights of the Jane & Gary Bomba Bravo! Vail Internship Program:

- **Intern Enhancement Activities:** Throughout the summer, interns participate in open forum meetings with successful professionals from Bravo! Vail, the resident orchestras' administration, and members of the Bravo! Vail Board of Trustees to get an insider's perspective on many aspects of arts administration.
- **Diverse Projects:** Interns work on all aspects of the Festival including donor events, marketing initiatives, education programs, and operational components. This gives each intern a better

perspective as to which area they would like to pursue as a career.

- **Access to concerts:** Interns are encouraged to attend many Bravo! Vail performances.

Details:

The position begins remotely on May 28th for 10 hours per week for the first two weeks. In-person work will begin Monday, June 9th and end Tuesday, August 5th. The Education & Engagement Internship is an additional week, ending on Tuesday, August 12th. Please note that the internship requires long hours; work hours vary significantly and include weekends and evenings. You will receive a paid stipend, and shared housing will be provided. You are responsible for travel to and from Vail. Bravo! Vail requires you to bring your own laptop and you must have a vehicle. This internship requires the ability to be on your feet for extended periods of time, and the capability to lift and carry heavy objects.

What We Require:

- Intern is responsible for transportation; some responsibilities require driving to locations within the community
- Full commitment to the Festival schedule
- Studies in Arts Administration, Marketing, Music Education, Non-profit Management, Hospitality, or relevant program
- Ability to work well in a team environment with a variety of people and personalities
- Strong communication skills
- Professional, enthusiastic, and positive attitude even in high-pressure situations
- Flexible in nature, especially under pressure
- Organized, with an ability to prioritize time-sensitive projects
- Ability to problem-solve and take initiative
- Proficiency in Microsoft Office Suite

Many of our former interns have gone on to successful careers in the arts thanks to the experiences they gained from the Bravo! Vail Summer Internship Program



“This summer, I worked as the events-focused intern on our team of four IA interns. Responsibilities in this position ranged considerably. Throughout my time at the festival, I gained hard and soft skills in arts administration and nonprofit management in general! I can’t state how open and welcoming all the people at Bravo! Vail were. The willingness to answer our questions and share their experiences with us provided great perspectives that I will keep with me, especially as I begin job hunting and enter my career. Not only did I get to build my network with Bravo! Vail staff, but I was also incredibly grateful for the group of interns that I got to work with and learn from this summer. .”

– 2024 Institutional Advancement Intern

EDUCATION & ENGAGEMENT PROGRAMS INTERN, one position available:

Responsibilities:

- Assist with all elements of producing successful Education & Engagement events including front of house duties, back of house preparation, and overall coordination of events with staff and artists
- Help to coordinate and present Little Listeners @ the Library, Family Concerts, masterclasses, hospital and senior center concerts, Pre-Concert Talks etc.
- Assist with Instrument Petting Zoo events
- Coordinate and assist with artist contracts and artist relations for Education & Engagement Programs
- Collect program evaluation data and compile information for end of season presentation
- Assist staff with the enrollment process for Bravo! Vail Music Makers *Haciendo Música*.
- Assist staff with the Piano and Strings Summer Intensive for local students
- Assist staff with Young Musicians Day, a collaboration with Bravo! Vail Music Makers *Haciendo Música* and other classical music organizations in Colorado.
- Attend all necessary meetings as required.
- Additional tasks as assigned by Education & Engagement Staff

INSTITUTIONAL ADVANCEMENT INTERNS, four positions available:

Responsibilities:

- Distribute marketing materials throughout the season
- Create signage and collateral pieces as needed
- Attend concerts as scheduled. Set up wayfinding signs, collateral, and other IA materials as needed. Assist with ticket scanning and post-concert break down of materials.
- Assist with creating content for daily marketing emails
- Attend Education & Engagement events to assist with ticket scanning and signage as needed
- Create daily newspaper ads and Town Talk submissions (Adobe program knowledge encouraged)
- Fulfill media requests including the distribution of photos and videos as needed
- Weekly statistical retrieval and reporting on KPIs of website, email, social media, and others. Google Data Studio Report experience a plus.
- Assist with planning and execution of donor events
- Attend all donor events as scheduled, and assist with set-up, staffing reception table, and break down; other event duties as needed
- Interact with donors on a regular basis via telephone, email, and in person
- Organize, distribute, and track donor gifts at concerts
- Manage RSVPs and guest lists for donor events. Tessitura experience a plus.
- Create final reports for corporate sponsors
- Create stage notes for Executive Director and other speakers
- Create, produce, and distribute donor thank you notes at end of the season
- Assist with planning and execution of online auction
 - Prepare all necessary auction collateral
 - Write and upload auction item descriptions and photos to online platform
 - Produce thank you cards for auction donors, buyers, and sponsors
 - Assist in auction follow-up

OPERATIONS INTERN, one position available:

Responsibilities:

- Assist with all elements of producing successful orchestral and chamber music concerts
- Assist with front of house duties for a diverse array of community engagement concerts
- Attend and assist with rehearsals, including organizing catering and light production assistance
- Interface with and assist guest artists
- Track important information in Arts Vision, including repertoire history and the guest artist database
- Other duties as assigned by Director of Artistic Operations

Shared Intern Responsibilities:

- Assist with collateral distribution: distribute Bravo! Vail posters, pocket calendars, and other collateral pieces throughout the Valley
- Assist with Family Concerts and Education & Engagement activities throughout the summer
- Represent Bravo! Vail in a positive, professional manner both on- and off-duty
- Other duties as assigned by Bravo! Vail staff

Application Information:

For more information on Bravo! Vail, please visit bravovail.org.

Deadline to apply is **February 14, 2025**. Please send a cover letter and resume (PDF files preferred) to internship@bravovail.org with the subject line "Your Name and Position Applying For" (i.e. "Joe Smith, Operations"). If you are interested in more than one position, please rank the positions you are most interested in with 1 being your top interest in the message box. You will receive a response indicating receipt of your application materials.