

Appel Farm Arts & Music Center
Nonprofit Arts Administration Internship Program

Special Events & Conferences Assistant
Job Description

Appel Farm Arts & Music Center values community, personal growth, safety, fun and diversity. As a part of this, our organization seeks to engage the next generation in the important work of the non-profit arts world by offering a year-round Nonprofit Arts Administration Internship program. Through this program, participants will gain hands-on experience in all aspects of non-profit management with a focus on arts education and community engagement. Participants will learn and practice their skills in the areas of strategic planning, program development and assessment, relationship building, volunteer management, financial management, marketing, development and leadership. Specifically related to the arts, Interns will gain experience in arts education curriculum, art studio and theater operations, working with teaching artists and professional artists, concert presentation, and summer arts camp operations.

Appel Farm will hire 4 Interns annually, who will focus on specific aspects of programming and operation throughout the year with their daily work. Internships are year-long full-time positions from September 8, 2015 until August 31, 2016. Each position requires flexible scheduling, including some nights and weekend work; you will have scheduled days off, in addition to 5 vacation days (accrued 1 day per month working), 9 paid holidays and 5 days of sick leave. Interns receive a \$600 monthly stipend. Interns are offered housing and a \$100 food allowance per month. Housing includes a furnished private room with a shared living space and kitchen, plus cable television, and wireless Internet. Interns will be housed together in a comfortable home with access to a yard and recreational space.

Qualifications and Requirements

- Candidates should possess a bachelor's degree in one of the following areas or a related field: arts education (including visual arts, music, dance or theatre), education, arts or camp administration, communications, marketing, and development.
- Ideal candidates are self-motivated, independent, open-minded and professional adults who share a love for the arts, youth development, making a difference in the community and creating transformative experiences.
- Candidates should have a background or interest in at least one area of the arts.
- Candidates should be able to show attention to detail, have strong written and verbal communication skills, and be able to work on multiple projects simultaneously.
- Candidates should be comfortable interfacing with the public, including populations with special needs.
- Candidates should be proficient with computers and have general working knowledge of social media platforms, Microsoft Office Suite, and ideally database and design software like FileMaker Pro, Camp Minder, and the Adobe Suite (Photoshop and InDesign software.)

Essential Job Functions

- Must be at least 20 years old, pass a criminal background check and National Sex Offenders check, and be legally able to work in the United States.
- Must be available to work 40 hours per week, including weekends and evenings.
- Must be able to participate in summer camp activities, working outdoors, for an extended workday.
- Must be able to occasionally lift and/or move 25 lbs.
- Must be able to navigate the grounds by foot, perform computer related duties at a desk, and assist in the set-up and clean-up of events.
- Must possess a valid driver's license and clear driving record in order to perform off-site duties, operate organizational vehicles, and drive golf-carts on-site.
- Must be able to speak and write in clear and proficient English.

Position Overview

The Special Events & Conferences Assistant will work directly with our Director of Special Events & Conferences to help plan and execute our on-site special events including the annual festivals, concerts, evening events, girl-scout programs, Citizenship School, and our site rentals to include conferences, school retreats, weddings and more.

The Special Events and Conferences Intern will act as the point person for weekend site rentals and evening events, ensuring that all of our guests needs are met and that the facilities are ready and inspected prior to and after each event. This is a multi-faceted job: the Special Events and Conferences Intern will not only work directly with artists, musicians, vendors, students, site rental guests and conference attendees but will also help to prepare and ready our facilities for all of our special programs. Additionally, they will coordinate with all of our other Program Directors, Staff and fellow Interns to promote, prepare and run our special events and programs from start to finish and during. This is an exciting opportunity for a person who has an interest in special events and the arts, who can attend to detail while multi-tasking, who has excellent customer service and communication skills and is flexible.

Unique job duties includes the following:

- Assist the Director to plan, promote, organize and execute our annual Wine and Music Festival which includes all aspects of interfacing and working behind the scenes with artists, musicians, wineries, artisans and food vendors, sound and lighting experts, rental companies, overnight camping organizers, volunteers, etc.
- Assist the Directors to plan, promote, organize and execute all special events on-site at Appel Farm including but not limited to girl scout retreat weekends, artist retreats, Earth Day, Arts Lab, The Citizenship School, camp, conferences and weddings.
- Serve as a liaison with all conference and rental groups, staying on-site to troubleshoot problems, promote Appel Farm, and meet the needs of our rental groups.
- Partner with our marketing and development staff to promote our on-site special events using social media, print, and grass roots efforts. Use design software (Adobe Suite) to create marketing materials.

- Support the brides and grooms-to-be on their special day for all wedding rentals, ensuring we meet all of their needs.
- Assist the Director in creating a comprehensive marketing plan for Appel Farm, reaching new audiences and securing new groups to use our facility.
- Recruit schools to enroll in The Citizenship School. Serve as a liason for the school to create a unique program tailored to their needs and meet their needs while residing at Appel Farm.
- Assist with the preparations of the facilities for all events, including camp.

Interested candidates should e-mail a letter of interest and resume to Cori Solomon, Executive Director at csolomon@appelfarm.org. Candidates will be interviewed and selected as resumes are submitted; interested candidates are encouraged to apply soon.