

Summer Internship Program

We are looking for mature and energetic individuals to work with us at the Great Mountains International Music Festival and School during the summer.

Internship Categories

Public Relations/Marketing (4)

PR/Marketing (2)

- (1) intern needed to work from May – August 11 (NY and YP)
- (1) intern needed to work from July 20 – August 11
- Assist with creation of concert/event program books, fliers, posters
- Daily promotion of programs and events
- Assist with creation of Operations Manual
- Airport booth operations
- Box Office Management: ticket sales, program book sales, t-shirt sales
- Master class ticket sales
- Assist with creation of reports to sponsors

Qualifications

- Graphic design skills required for NY intern
- Proficiency in MS Office software and internet browsing skill
- Good writing skill is preferred
- Must have positive and pleasant attitude and can handle deadline pressure
- Must be able to multi-task

Media Relations (2)

- (2) interns needed to work from July 20 – August 11
- Organization and maintenance of press materials including press clippings
- Aiding the photo and video journalists upon supervisor's assignment
- Press Room Management
- Translating documents (mostly press reviews) upon staff's assignment
- Posting daily news to website
- PR Office receptionist: answering phones; running errands; provide information

Qualifications

- Proficiency in MS Office software and internet browsing skill
- Good writing skill is preferred
- Must have positive and pleasant attitude and can handle deadline pressure
- Must be able to multi-task

Artistic Administrative Interns (5)

Artist Liaison/Outreach Program Intern (2)

- (1) intern needed to work from July 20 – August 16
- (1) intern needed to work from July 20 – August 11
- Arrange artists transportation between airport and YP
- Meet artists at the airport
- Communicate with outreach program counterparts and coordinate logistics
- Arrange artists travel to outreach programs
- Drive artist to outreach program
- Act as a translator for outreach master class

Artist Liaison/Hospitality Intern (1)

- (1) intern needed to work from July 20 – August 11
- Artists welcome-packet preparation
- Artist gift basket placement in YP rooms
- Meet artists upon YP arrival
- Prepare and give out artists packets
- Escort & assist artist check-in & check-out at YP
- Attend artists housing, local transportation and other needs
- Coordinate backstage hospitality with production staff
- Distribute concert tickets to the artists
- Rehearsal set-up checks for each rehearsal

Program/Music Library/Schedule Intern (2)

- (1) intern needed to work from May – August 11 (NY and YP)
- (1) intern needed to work from July 20 – August 11
- Assist Artistic Director with daily tasks
- Organize, maintain, and keep good records of music library
- Procure and distribute scores and parts to artists, FM/TV producers in advance
- Collect music at the end of the festival
- Assist in creating, maintaining, and distributing artist schedule
- Organize and maintain venue schedule
- Assist in outreach program planning
- Assist in program production preparations & coordination
- Coordinate technical requirements of rehearsal/concert with production staff

Qualifications

- All must speak and write fluent English
- Proficiency in MS Word and Excel software

School Administration (3)

School Administration (1) *this position has been filled*

- (1) intern needed to work part-time March – May, full time May – August 11
- In NYC: Admissions (includes **Korean** communication with applicants/accepted students), acts as School representative in office
- In KOREA: Coordinates teaching/lesson schedules, coordinates teaching studio assignments and piano accompanists assignments

Qualifications

- Bilingual Korean and English
- Proficiency with MS Office software, especially Excel

Emerald Hall Administration and Production (1)

- (1) intern needed to work July 20 – August 11
- Coordinates all activities in performance hall, including recitals, competition and master classes

Qualifications

- Ability to work independently
- Knowledge of classical music
- Past experience in concert operations a plus

Head Resident Counselor (1)

- (1) intern needed to work July 20 – August 11
- Oversees RC staff, and is main contact for entire student body. Coordinates student travel, housing meals and organizes student events.
- Responsible for student registration process

Qualifications

- Supervisory experience
- Bilingual in Korean and English
- Proficiency with MS Excel software

Stage Crew (4)

- (4) interns needed to work July 20 – August 11
- Stage set-up and breakdown for rehearsals and concerts
- Equipment set-up and breakdown
- Interface with television and radio crews

Qualifications

- Must be proficient with MS office software
- Knowledge of classical music preferred
- Bilingual Korean and English
- Driver's license preferred

Office Administration (2)

Housing/Transportation Coordinator (1) *this position has been filled*

- (1) intern needed to work May 15 – August 11 (NY & YP)
- Coordinates and manages hotel/housing accommodations for artists, faculty, staff and interns
- Coordinates and manages domestic transportation for artists, faculty, staff and interns
- Liaison for all YongPyong business

Qualifications

- Fluency in English language (speaking and writing)
- Must be proficient with MS office software
- Driver's license

Office Assistant/Meals Coordinator (1)

- (1) intern needed to work July 20 – August 11
- Assist Finance & Administration Director with daily tasks
- Compile meal count projections from each department
- Provide/track meal coupons prior to opening of cafeteria
- Submit daily meal count projection to YP
- Cafeteria: oversee RCs scanning ID badges at each meal time

Qualifications

- Fluency in English language (speaking and writing)
- Must be proficient with MS Word and Excel software
- Driver's license

How to Apply

- Please download the application form from the website, fill it out, and e-mail it to festival@gmmfs.com.
- Please submit your application by **May 22, 2009**.
- Select applicants will be invited to an interview.
- All applicants will be notified on an individual basis.
- For more details, please email us at festival@gmmfs.com. We do not answer questions via telephone.

Internship Requirements & Pay Rates:

General Requirements

- Must be able to work full time for the entire duration of the Festival in YongPyong Resort in Gangwon Province
- Experience in other music festivals or production preferred

Senior Intern:

- Proven record of production at GMMFS or extensive work experience for area/position
- Proficiency in English language

Senior Intern Compensation:

- ₩200,000 per week
- Meals provided at Songchun cafeteria
- Housing provided (shared accommodations)

Intern (non-senior):

- Previous work experience
- Proficiency in English language

Intern (non-senior) Compensation:

- ₩100,000 per week
- Meals provided at Songchun cafeteria
- Housing provided (shared accommodations)