

# Music@Menlo

CHAMBER MUSIC FESTIVAL AND INSTITUTE • DAVID FINCKEL & WU HAN, ARTISTIC DIRECTORS

## **Audiovisual Intern (1 position)**

*Reports to Livestream Producer and Communications Director*

Music@Menlo is seeking an Audiovisual Intern for its 2024 season, to assist with the recording and livestreaming of festival events. The Audiovisual Intern will have the opportunity to learn more about what goes on behind the scenes at an internationally renowned arts organization and to gain valuable, practical skills in livestream broadcasting and arts administration. The Audiovisual Intern works closely with Music@Menlo's Livestream Producer and other senior staff members to record, broadcast, and edit video of festival events as needed.

### **Responsibilities**

- Assist the Livestream Producer with the setup of cameras, cabling, microphones, and other technical equipment in festival venues
- Ensure that document containing text for video feeds (dedications, lower thirds, movement titles etc.) is up-to-date
- Assist the Livestream Producer with setup and capture of festival events, including setup of cameras, microphones, and livestream feeds to Vimeo, Facebook or YouTube, and Music@Menlo's website
- Troubleshoot and resolve any technical issues that arise during livestreaming of festival events
- Independently manage livestreaming of select festival events, including free lunchtime events and afternoon performances
- Edit video and audio as needed
- Assist with digital asset management. Cataloging, keywording, and backing up files
- Ensure that all livestreamed and captured programs are titled and stored on the festival's Vimeo channel immediately following the event
- Document best practices and prepare internship binder

### **Qualifications**

The ideal candidates will be familiar with basic video livestreaming and editing practices and principles, including the use of Adobe Premiere for editing. Understanding of audio recording techniques and lighting. Impeccable attention to detail; and positive energy and a willingness to pitch in and be a team player wherever needed. Through this internship, the intern will have the ability to further develop these job skills as well as learn new skills. The position requires flexibility, stamina, and the ability to thrive in a fast-paced environment. Intern must be open to receiving feedback and guidance throughout the course of the internship. An interest in classical music or the performing arts is helpful, but not required.

### **Preferred**

- Previous experience working at a major seasonal festival or event
- Knowledge of classical music helpful

### **Dates, Compensation, Work Hours, Misc. Info**

Internship dates are July 10 through August 13, 2024. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$16.00 per hour. The work schedule will change to include various forty-hour work week shifts, which will include Saturday and Sunday hours. All interns are required to complete a successful background check. Minors will be required to secure a State of California minor work permit before commencement of and as a requirement for employment.

Our full-time interns are eligible to participate in our generous benefits package for the duration of their assignment, starting in the month following date-of hire, including comprehensive group insurance plans, retirement plan with exceptional employer contributions, and lunch on site during the festival.

Interns will be responsible for securing their own housing and transportation arrangements. Housing is available at Menlo College, a short five-minute walk from the Music@Menlo office. Interns will coordinate directly with Menlo College if choosing to reside there.

In addition, interns will receive the following:

- On-the-job training and hands-on experience working with the organization's staff in a professional, supportive environment
- A broad perspective on the many components that form an internationally renowned classical music festival
- Free tickets to select performances, subject to availability and schedule demands
- College credit, work study, independent study, and/or cooperative learning programs may be available through your college or university. Participants may arrange for academic credit through their school, if desired.

### **Health and Safety Guidelines**

All interns are required to complete a full-course of COVID 19 vaccination(s) at least fourteen days prior to contract start date and show proof of vaccination before being allowed on the Menlo School campus. All interns are required to follow and adhere to all COVID-19 procedures and standard guidelines mandated by the State of California and San Mateo County, and can change from time to time without notice.

### **To Apply**

Complete the application form at [www.musicatmenlo.org/about/internships](http://www.musicatmenlo.org/about/internships) and send with cover letter and résumé and upload cover letter and résumé using the links on the application form.

**Preferred deadline: February 15, 2024, or until position is filled. Interviews to be scheduled for late February.**

### **About Music@Menlo**

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global chamber music community.

### **About the Arts Management Internship Program**

Music@Menlo's internship program is ideally suited for motivated individuals who are eager to learn about the field of arts management and related work areas in a professional setting. An internship with Music@Menlo offers invaluable training and mentorship towards a professional career in arts management or nonprofit administration. Through on-the-job training and hands-on experience, interns gain practical experience and develop professional skills to take them into the next stage of their career development.