

# Music@Menlo

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

## **Events and Hospitality Intern (2 positions)**

*Reports to Development Director*

Music@Menlo is seeking two Events and Hospitality Interns for its 2023 season. Interns will have the opportunity to learn skills in catering and food service business principles and practices, event planning, hospitality, and customer and patron relationship management, while gaining an understanding of what goes on behind the scenes at an internationally renowned arts organization.

As part of the development department team, interns will gain valuable, practical skills through the management of private events, festival hospitality, and event concessions. This internship is overseen and guided by the Development Director and all activities are informed by principles and practices of exemplary customer service and hospitality. In addition to the Development Director, interns will work closely with Development Associates and their intern teams.

### **Responsibilities**

Events and Hospitality Interns will gain valuable experience in a wide variety of activities including:

- Learning to develop plans for and execute hospitality, catering, and guest services for all festival private events, with guest lists ranging from fifteen to one hundred people. Activities include monitoring multiple budgets, expense tracking, procuring food, supplies, and equipment, designing food and beverage stations, executing food and bar service, and wrapping up events with breakdown, clean up, and daily anecdotal and financial summaries.
- Working with the Development Interns at festival donor parties to ensure successful event production including guest list management, event setup and breakdown, hands-on catering, and overall team leadership, delegation, and event management.
- Planning and executing festival concessions including pricing, inventory management and planning, and running the concessions stand on a daily basis. Working with Catering and Hospitality Manager to place orders with vendors.
- Maintaining a clean and sanitary work environment when dealing with food preparation and storage, ensuring compliance with local food handling regulations.
- General administrative duties including inventory and expense tracking and event reporting.
- Late-night event production from July 13 through August 6 required.
- Other duties may be assigned to ensure the overall success of the festival.

### **Qualifications**

The ideal candidates will demonstrate attention to detail; interest in hospitality, especially food presentation and service; interest in customer satisfaction; interest in learning and growing within a fast-paced environment; strong organization and interpersonal skills; strong multi-tasking and time management skills; positive energy and a willingness to pitch in and be a team player wherever needed; the ability to think quickly on their feet, be flexible, creative, forward thinking, and adaptable to their situations, thinking creatively to solve last-minute challenges; sound judgment, tact, diplomacy, and flexibility with different personalities and working styles.

Through this internship, interns have the ability to further develop these job skills as well as learn new ones. The position requires flexibility, stamina, and the ability to thrive in a fast-paced environment. Interns must be open to receiving feedback and guidance throughout the course of their internship.

In addition, the following qualifications are required to ensure a meaningful, well-rounded experience for interns:

- Ability to remain calm and pleasant in a fast-paced environment, as well as make good decisions quickly

- Ability to work independently but integrate with a larger, cohesive team
- Sound judgment, tact, diplomacy, and flexibility with different personalities and working styles
- Ability to lift and carry up to 25lbs

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

Internship dates are June 12 through August 8, 2023. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$15.50 per hour. Work hours through July 8 will be approximately 9:00 a.m. to 5:30 p.m., Monday through Friday allowing for a one half-hour lunch. Beginning July 10, the work schedule will change to include various forty-hour work week shifts, which may begin mid-week and will include Saturday and Sunday hours plus paid overtime. All interns are required to complete a successful background check.

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.

In addition, interns will may be available 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
- For positions beginning prior to July 5, a seminar series led by staff and guest speakers focusing on topics related to nonprofit management, such as nonprofit finance, strategic planning, fundraising, and arts marketing
- Career development assistance
- 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 to address listed on form (email or hard copy).

**Preferred deadline: February 15, 2023, or until positions are filled.**

### **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.