



fine arts chamber players
a community of music

TO APPLY

DEADLINE: April 12, 2020

Send resume and cover letter to
Executive Director Emily Guthrie
emily@fineartschamberplayers.org

DETAILS

JUNE 4 - JULY 31, 2020

June | 9:30 am - 4:30 pm, M-F
July | 9:30 am - 4:30 pm, M-Th
11 am - 6 pm, Sunday

STIPEND

\$2,750

paid in bi-weekly installments.
Intern responsible for own room,
board, and transportation.

OUR MISSION

to enrich and enhance the quality of
life for North Texans especially
families and children, through free
concerts of classical music and
educational activities

MADE POSSIBLE BY

**ExxonMobil Community
Summer Jobs
Program**

ASSISTANT DIRECTOR

of the
2020 Basically Beethoven Festival

Internship made possible through the ExxonMobil Community Summer Jobs Program

POSITION DESCRIPTION

Fine Arts Chamber Players seeks an intern to work during the summer of 2020 as the Assistant Director for the 40th annual Basically Beethoven Festival in the Dallas Arts District. The intern's duties include:

FESTIVAL MANAGEMENT

- Coordinate venue and artist timelines, deadlines, and schedules, including dress rehearsals
- Work with a professional annotator to write well-researched program notes
- Stage manage concerts (back of house), working with performers and facility staff
- Track audience attendance numbers and design/tabulate concert surveys
- Design new method to better capture audience data, if applicable
- Assist with donor stewardship efforts, including mailings
- Work with volunteers
- Assist with FACP events

MARKETING

- Provide input and suggestions on social media calendar
- Ensure correct concert and artist information on all print and digital media, and list concert info on several online event calendars
- Design and edit printed and online materials as necessary
- Assist with production of TV and radio ads

QUALIFICATIONS

- Applicants must be a currently enrolled undergraduate student who will return to college as a full-time sophomore, junior, or senior in the fall of 2020
- Experience in music or arts administration discipline preferred

ABOUT THE BASICALLY BEETHOVEN FESTIVAL

The Festival began in 1981 and has reached nearly 86,000 people. The free concerts feature professional classical musicians at Moody Performance Hall in the Dallas Arts District. These concerts reinforce FACP's dedication to breaking down access barriers to those who want to attend a professional performance.