

Summer Internship Program

We are looking for mature, interesting, and energetic individuals to join our dynamic team this summer at the Great Mountains International Music Festival and School in Gangwon Province, South Korea. If you love music, enjoy working with people, have a sense of humor and good work ethic, we would like to hear from you!

Internship Categories

Office Administration (2)

Housing/Transportation Assistant Coordinator(1)

- Assist in managing hotel/housing accommodations for artists, faculty, staff and interns
- Assist in managing domestic transportation for artists, faculty, staff and interns
- Liaison for all Alpensia Resort 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 19 – August 9
- Assist Business 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 Alpensia Resort
- 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

School Administration (4)

School Administration (1)

- (1) intern needed to work from July 18 – August 8
- General receptionist and office duties: answer phones and offer general information; deliver faculty messages and mail; type, print and copy documents; post lesson and rehearsal schedules; assist with preparation of materials for special events such as concerto competition and parent meetings.

Qualifications

- Bilingual Korean and English
- Proficiency with MS Office software, especially Excel
- Ability to work independently and as part of a team
- Strong knowledge of classical music

Concert Hall Administration and Production (2)

- (1) intern needed to work July 19 – August 9
- Coordinates set-up, program preparation and distribution, manages audience, etc for performance hall master classes, competition, student recitals and other events as assigned.
- Work with school director on managing and programming student recitals. Organize and maintain student applications; communicate with students regarding assignments.

Qualifications

- Ability to work independently and as member of a team
- Knowledge of classical music
- Past experience in concert operations or audience services a plus
- Very good communication skills and appropriate manner dealing with the public
- Proficiency/accuracy with Microsoft Word

Head Resident Counselor (1)

- (1) intern needed to work July 19 – August 9
- 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
- Communicate with office staff and/or resort staff regarding student housing matters
- Responsible to enforce festival/school code of conduct

Qualifications

- Supervisory experience and strong communication/organizational/multi-tasking skills
- Knowledge of classical music
- Bilingual in Korean and English
- Proficiency with MS Excel software
- Willingness to perform tasks during evening hours

Public Relations/Marketing (5)

PR/Marketing (3)

- intern needed to work from July 18 – August 8
- 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 preferred
- 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)

- Organization and maintenance of press materials including press clippings
- Aiding the photo and video journalists upon supervisor's assignment
- Press Room Management
- Interpreting in foreign artists interviews
- Translating documents (mostly press reviews) upon staff's assignment
- Posting daily news to website
- PR Office receptionist: answering phones; running errands; provide information
- Some sharing of PR/Marketing tasks
- Recording video PR material

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 (6)

Artist Liaison/Outreach Program Intern (2)

- (2) interns needed to work from July 18 – August 10
- Arrange artists transportation between airport and Alpensia Resort
- Meet artists at the airport
- Communicate with outreach program counterparts and coordinate logistics
- Arrange artists travel to outreach programs
- Drive artists to outreach programs
- Act as a translator for outreach master class

Artist Liaison/Hospitality Intern (2)

- (1) intern needed to work from July 18 – August 8
- Artists welcome-packet preparation
- Artist gift basket placement in hotel rooms
- Meet artists upon arrival to Alpensia Resort
- Prepare and give out artists packets
- Escort & assist artist check-in & check-out at Alpensia Resort
- 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)

- (2) intern needed to work from July 18 – August 8
- 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 with outreach concert activities
- 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

Concert Production (6)

Stage Crew (6)

- (6) interns needed to work July 18 – August 9
- 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
- Fluency in Korean and English
- Driver's license preferred

How to Apply

- Please download the application form from www.gmmfs.com, fill it out, and e-mail it to festival@gmmfs.com.
- Please submit your application by **May 31, 2011**.
- 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 General Requirements

- Must be able to work full time for the entire duration of the Festival at Alpensia Resort in Gangwon Province
- Experience in other music festivals or production preferred Previous work experience
- Proficiency in English language

Internship Compensation

- Housing & Meals provided (shared accommodations)