

Apple Hill Center *for* Chamber Music

Spring Intern – Job Description

The Apple Hill Center for Chamber Music in Nelson, NH is looking for a part-time Spring Intern (SI) from February 1-June 1, 2024. Under the supervision of the Summer Workshop Administrative Director (SWAD), the SI will be responsible for assisting in a variety of administrative tasks. As one of the public representatives of Apple Hill, this position requires a professional, welcoming, and positive demeanor. Since the staff at Apple Hill is small, it is important that the SI work effectively as part of a team. The SI will read, sign, and abide by all policies and procedures stated in the employee manual. Duties include:

General Administration

- Perform organizational and clerical support tasks
 - Handle phone communications, organize computer server files, and more, depending on need
 - Process payments & documents
 - Data entry
 - Filing
 - Managing merchandise inventory
 - Event support

Marketing

- Update website
- Create and schedule weekly eblasts, in collaboration with development and artistic staff

Qualifications: Must be 18 years of age and have transportation. Must have excellent communication, ability to work independently and with a team, strong computer knowledge, and very strong attention to detail. Preference for AH alumni and/or experience with chamber music. Will need to provide their own laptop.

Schedule: This is a short term position, from February 1-June 1, 2024. The SI is an exempt part-time employee, up to 10-15hrs/week, within the Monday-Friday 10-5 framework. Schedule and start/end dates have some flexibility, and will be determined in conjunction with SWAD. Occasional weekend/evening hours may be required.

Compensation: \$15/hour.

To apply: Please send resume and two references to amelia@applehill.org

ABOUT APPLE HILL

Apple Hill is a non-profit arts organization, situated on 100 acres of fields and woodlands in Nelson, New Hampshire, that offers educational and mentoring programs each year to 300 students on-site as part of the Summer Chamber Music Workshop and to thousands more throughout the world while producing approximately 60 concerts each year. These concerts feature Apple Hill's resident ensemble, the Apple Hill String Quartet, guest faculty, and students in venues throughout N.H., the U.S., and across the globe. Over 50,000 students from around the world have attended Apple Hill's workshops since its founding in 1971.

Apple Hill does not discriminate based on race, color, religion, age, disability, gender, gender identity, sexual orientation, or national origin.