

Apple Hill Center *for* Chamber Music

Summer Intern – Job Description

The Apple Hill Center for Chamber Music in Nelson, NH is looking for a part-time Summer Intern (SI). The summer season has flexible start date in May through end of August. Under the supervision of the Office Administrator (OA) and Summer Workshop Administrative Director (SWAD), the SI will be responsible for assisting in most aspects of the summer season. 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
 - Assist other employees in administrative matters when needed
 - Assist summer faculty in the acquisition of all employee documents

Summer Tuesday Evening Concert Support

- Take ticket reservations over the phone or through web forms
- Track ticket orders and give to OA
- Assist in maintaining reservation seating chart
- Print labels and place labels on reserved seats
- Assist in reconciling ticket and meal sales after the Tuesday night concerts
- In conjunction with SWAD and Camp Directors, staff merchandise sales and event tables, setup pre-concert lecture, answer questions, and usher people to their seats

Marketing

- Conduct interviews and photograph selected students and faculty
- Update “This Week at Apple Hill” eblast each week
- Staff merchandise sales
- Update Apple Hill website regularly

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

Schedule: The SI is an exempt part-time employee, up to 28hrs/week, and will require evening hours every other weekend and on the concerts on Tuesday nights (11am—11pm). Other hours determined after discussions with the OA.

Compensation: \$17/hour. Meals included when working on campus.

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

ABOUT APPLE HILL

Apple Hill, a non-profit arts organization situated on 100 acres of fields and woodlands in Nelson, NH, 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. Apple Hill does not discriminate based on race, color, religion, age, disability, gender, gender identity, sexual orientation, or national origin.