



Birch Creek Music Performance Center announces the following openings for its 2018 summer season! Birch Creek is a summer music academy for students age 13-19, located in Door County, Wisconsin. You will have the opportunity to meet and work with faculty from some of the most prestigious music schools in the country and be a part of Birch Creek's 40+ year tradition of educating young advanced musicians in a performance based, mentoring environment. Find us at birchcreek.org.

PAID SUMMER JOBS AND INTERNSHIPS

COUNSELORS

RESPONSIBILITIES: Supervise students, develop and coordinate student recreational activities, share campus maintenance, kitchen and housekeeping duties with other counselors, assist with student registration and orientation, assist with concert preparations and logistics, assist in office, library, and with campus errands.

QUALIFICATIONS: Music Education or Performance Majors with experience working with middle and high school students preferred. Must be dependable, energetic, hard-working, self-motivated, well-organized, excellent communicator and team player. Previous summer camp counselor experience a plus!

SALARY: \$325/Week plus room and board. Full-time. Weekends required.

START DATE: June 4 **END DATE:** August 18

HOUSE MANAGER / PRODUCTION TECHNICIAN

RESPONSIBILITIES: House Manager for all 30+ campus concerts. Oversee and maintain concert barn, Green Room, and practice rooms. Assist with stage set-up and other concert preparations, including sound checks, running lights and sound, and performance venue readiness. Oversee front of house duties with PR Associate.

QUALIFICATIONS: Experience in house and/or front of house management in a music performance, public setting. Candidates must be dependable, self-motivated, energetic, excellent people skills to work with many volunteer ushers.

Valid driver's license required.

SALARY: \$325/Week plus room and board. Full-time. Weekends required.

START DATE: June 4 **END DATE:** August 18

BOX OFFICE/DEVELOPMENT INTERN – Filled, but apply to be wait listed

RESPONSIBILITIES: Operate box office for all campus concerts, manage ticket sales, perform ticket/cash reconciliation and record keeping, and assist with concert preparations as needed. Assist grant development manager with donor letters and data entry.

QUALIFICATIONS: Arts administration or performing arts student with business or public relations background, with excellent computer skills. Excellent math, communication and people skills, highly organized, detail oriented, dependable, self-motivated. Valid driver's license required.

SALARY: \$325/Week plus room and board. Full-time. Weekends required.

START DATE: May 29 **END DATE:** August 18

PUBLIC RELATIONS INTERN – Filled, but apply to be wait listed

RESPONSIBILITIES: Assist marketing manager with marketing and promotion of concerts, writing media releases, social media, distributing season and sponsorship materials, assist with phone duties and ticket sales and be in attendance at onsite and outreach concerts.

QUALIFICATIONS: Marketing/public relations, graphic design, communications and/or business experience.

Excellent communication and people skills, organized, dependable, self-motivated. Valid driver's license and personal vehicle required.

SALARY: \$325/Week plus room and board. Full-time. Weekends required.

START DATE: May 21 **END DATE:** August 18

KITCHEN ASSISTANT

RESPONSIBILITIES: Assist with planning, preparation, serving and efficient operations of a summer kitchen that will serve over 100 people a day for an 8-week summer music academy located in Door County, WI.

QUALIFICATIONS: Experience in food service and knowledge of/interest in dietary and nutritional needs helpful. This is a minimum nine week appointment with an opportunity to stay on through August 22.

HOURLY: \$10 hr/40 hours per week/plus room and board. Full-time. Weekends required.

START DATE: June 15 **END DATE:** August 22

Application available online: <http://birchcreek.org/about/employment-opportunities/>.

Questions? Contact Michelle at mainoffice@birchcreek.org.