



Birch Creek Music Performance Center, Inc., a summer music academy for students age 13-19 and performance venue in Door County, Wisconsin, announces the following openings for its 2020 summer season:

PAID SUMMER JOBS AND INTERNSHIPS

COUNSELORS (3 Male, 1 Female Position)

RESPONSIBILITIES: Monitor students, develop and coordinate student recreational activities, share campus maintenance 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 Majors with experience working with junior high and high school students preferred. Dependable, energetic, hard-working, self-motivated, well-organized, good at communications and teamwork. Valid driver's license required for two years. Must have a valid CPR/First Aid Certificate.

SALARY: \$ 350/Week plus room and board. Full-time. Weekends required.

START DATE: June 8, opt. June 24 for males **END DATE:** August 12

PRODUCTION MANAGER: SOUND RECORDING AND LIVE STREAMING (currently filled)

RESPONSIBILITIES: Coordinate, oversee and install sound set-up, sound enhancement, recording and live streaming for all campus and outreach concerts. Oversee and work together with lighting technician/house manager. Work for all on campus and off campus outreach concerts and sound checks. Assist with stage and sound set-up and other concert preparations. Maintain equipment in campus Library/Listening Lab and Keyboard Lab.

QUALIFICATIONS: Experience and training, setting up and operating a mixer, recording equipment and live streaming. Experience in music performance and house management helpful. Dependable, self-motivated, energetic, outgoing, excels at working with people, positive attitude. Sound engineering or technical theater major preferred. Valid driver's license for two years. Must have access to a personal vehicle.

SALARY: \$ 500/Week plus room and board. Full-time. Weekends required.

START DATE: June 1 **END DATE:** August 17

HOUSE MANAGER AND LIGHTING TECHNICIAN (part-time) will be combined with other assignments.

Responsibilities: Manage concert hall, run light board and perform lighting designs and checks for 30+ concerts.

Maintain concert hall, Green Room and practice rooms. Assist with stage set-up and other rehearsal and concert preparations. Oversee volunteer ushers and will call volunteers at each concert.

Qualifications: Experience with a theater light board preferred.

SALARY: TBD, with other campus assignments (such as kitchen assistant or media specialist) room and board. Full-time. Weekends required.

START DATE: June 1 **END DATE:** Aug 17

BOX OFFICE INTERN

RESPONSIBILITIES: Operate box office for all campus concerts, manage ticket sales, perform ticket/cash reconciliation and record keeping, and assist with concert preparations. Oversee and train volunteers on box office procedures.

QUALIFICATIONS: Arts administration or performing arts student with business or public relations background. Excellent math, communication and people skills, highly organized, dependable, self-motivated. Valid driver's license for two years required. Customer Service, database and previous box office training a plus.

SALARY: \$ 350/Week plus room and board. Full-time. Weekends required.

START DATE: May 27 **END DATE:** August 17

PUBLIC RELATIONS INTERN

RESPONSIBILITIES: Assist marketing director with marketing and promotion of concerts, program insert layout, writing media releases, disseminating season materials, social media, advertising and photography. Assist with phone duties and ticket sales.

QUALIFICATIONS: Arts administration with marketing/public relations, or graphic communications background.

Must have computer design, layout skills and some photography skills. Excellent communication and people skills, organized, dependable, self-motivated. Valid driver's license and personal vehicle required.

SALARY: \$ 350/Week plus room and board. Full-time. Weekends required.

START DATE: May 27 **END DATE:** August 17

KITCHEN ASSISTANTS (3 needed)

RESPONSIBILITIES: Assist with preparation, serving and clean-up of meals served from the Birch Creek kitchen.

Work with culinary chef to provide healthy and appetizing meals for the academy students, faculty and staff.

QUALIFICATIONS: Some experience in food service operations, deli- or restaurant experience and general cleaning duties helpful. WE WILL TRAIN. This is a 40 hour per week position, with some split shifts possible.

SALARY: \$400 week plus room and board. Full-time. Weekends required

START DATE: June 8 **END DATE:** August 22

For more information about these positions or about the Birch Creek Music Performance Center academy, please email mona@birchcreek.org. Online applications will be accepted after December 1 at www.birchcreek.org/jobs/ Interviews and hiring will be completed by the end of February, 2020.