

Artist Liaison Internship

Artist Liaisons are an integral part of Twickenham Fest's summer team, and facilitate nearly all aspects of Artist residencies during the summer season. Guest Artists include vocalists, instrumentalists, and composers. There is one 'Artist Liaison' internship for the 2018 summer season. These positions are part-time-seasonal in July and August, and require evening and weekend hours during Fest week (August 19-26, 2018) .

Responsibilities

Send introductory emails to and maintain regular contact with Guest Artists and/or their management companies; arrange all transportation for Guest Artists to and from the airport, housing, rehearsals, and performances; work with supporter housing to confirm/arrange housing accommodations and transportation for Guest Artists; assist in coordination of itineraries with artists; prepare rehearsal/performance schedules and welcome packets to be given to artists upon their arrival in Huntsville; coordinate meeting/rehearsal times between the co-Artistic Directors and musicians; coordinate any Guest Artist dinners/social events during their visit; work with Stage Crew to arrange any practice time/facilities or dressing room facilities that are needed throughout their stay; assist in fulfilling artist requirements that are listed in riders provided by artist management; work with Tech Crew to arrange any piano or instrument deliveries as necessary; schedule local media interviews for Guest Artists; coordinate childcare should Artists travel with offspring. This position is on call at all times to help handle any other duties/situations that may arise throughout the season relating to Guest Artists.

Qualifications

Knowledge of classical music is a must. Applicants must work well under pressure and be able to handle multiple simultaneous deadlines. Applicants should possess excellent interpersonal, organizational, and computer skills. Professional conduct, dress, and appearance are expected at all times. Hours/time worked will vary throughout the season and applicants must be flexible with their schedules. Applicants **MUST** have a valid driver's license, a good driving record, and their own vehicle to use in the conveyance of artists during summer 2018 dates of employment. A gas card will be gifted if Artist Liaison Intern does not use the Twickenham Fest vehicle to transport artists.

Duration: June 15 - August 26, 2018 (may be remote until August 19-26, 2018)

To apply for this position, please provide a cover letter, resume, and two references.

Applications will be accepted through March 2018. No phone calls please. Interviews will begin with selected candidates in February 2018.