



Oregon Bach Festival

40th Anniversary: June 25-July 11, 2010

INTERNSHIP OPPORTUNITY

ARTISTIC ADMINISTRATION INTERN

Reports to: Michael Anderson, Director of Artistic Administration

Dates: Part-time beginning in May 2010, full-time from early June to mid-July 2010. Exact start and end dates will be negotiated.

The Oregon Bach Festival, a program of the University of Oregon, is a Grammy-winning music festival that takes place over three weeks in late June and early July. It attracts a total audience of more than 40,000 for a schedule of nearly 60 events. Our 2010 line-up includes performances by Pink Martini, Thomas Quasthoff, Bobby McFerrin, Monica Huggett and the Portland Baroque Orchestra, Jeffrey Kahane, and Tiempo Libre.

The Artistic Administration Intern will support Artistic Administration staff in pre-festival planning, assisting Artistic Director Helmuth Rilling, providing backstage assistance, and helping with logistics for concerts in Portland.

The ideal candidate is a self-motivated problem-solver who can handle pressure and complete assignments with good spirits, even on long days. This person will get an intimate glimpse of real-life non-profit artistic administration situations, both the glamorous and mundane. But most importantly, he or she will be an active member of the team that runs a major international music festival.

Duties include, but are not limited to:

Pre-Festival Planning/Organization

- Provide clerical assistance to Artistic Administration staff
- Assist in coordination of artist housing lists
- Prepare artist and Master Class name tags and rosters
- Attend weekly Artistic Administration meetings

Assist Artistic Director Helmuth Rilling

- Administer catering needs of Maestro Rilling on a regular schedule
- Assist in coordination his schedule, sending and receiving faxes, and delivering messages

"One of the world's leading music festivals" - Wall Street Journal

Backstage Assistance

- Assist in coordinating the needs of over 200 musicians performing and living at the festival
- Facilitate communication with artists at the Hult Center and UO School of Music through maintenance of bulletin boards and handouts
- Assist Technical Director in managing dressing room assignments
- Serve as catering assistant and runner for Pink Martini

Portland Concerts

- Assist in creation of bus schedules and coordinating passenger loading
- Serve as runner during rehearsals

Transportation

- Serve as on-site transportation liaison at Eugene Airport
- Provide back-up van transportation

Requirements:

- Advanced organizational skills
- Excellent written and verbal communication skills
- Computer proficiency
- Valid driver's license, good driving record, and the ability to successfully complete UO van driver training

A background in music would be preferred. German language skills would be a plus, but not mandatory.

Application procedure:

Submit cover letter and résumé to Michael Anderson by any of the following methods:

Email to mander@uoregon.edu

Fax to (541) 346-5669

Mail to Oregon Bach Festival, 1257 University of Oregon, Eugene OR 97403

Application deadline:

Preference will be given to applications received by March 12, 2010. Applications will be accepted until position is filled.