



90 Benchmark Road, Suite 300

Avon, CO 81620

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**POSITION:** Festival Management Intern, Vail Dance Festival

**LOCATION:** Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

**STATUS:** Active

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### **VAIL VALLEY FOUNDATION – OVERVIEW**

Since our inception in 1981, the Vail Valley Foundation’s mission has been to “provide leadership in athletic, cultural and educational endeavors to sustain and enhance the quality of life in the Vail Valley. We have the privilege of annually providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

Fueled by the generous support of donors, coupled with the support of the community and its volunteers, the Foundation is responsible for such treasured annual events as the Birds of Prey World Cup, Vail Dance Festival, the GoPro Mountain Games, free community concert series such as Hot Summer Nights and two spectacular performing arts venues in the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the Foundation periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County, access to education-based programs that ignite passions and expand horizons. To achieve this goal, the foundation identifies educational gaps from cradle to college and then develops and funds programs that provide youth with the skills, confidence and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Power Hours, COPA Soccer, GirlPowHer, The CLUB, Dollars for Scholars, and AmeriCorps Peak Pathfinders, YouthPower365 helps our community’s youth reach their potential.

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## FESTIVAL MANAGEMENT INTERN, VAIL DANCE FESTIVAL

This internship position works closely with the Festival Manager and the VDF Logistics, Operations, Personnel and Development Coordinators to execute the Vail Dance Festival. This position is responsible for assisting in the effective and efficient execution of the management of the Festival while maintaining a standard of care that creates a warm and pleasant environment for everyone involved. By supporting the Festival Manager, this position is broadly involved in many different areas of the Festival, such as logistics, operations, artist services, hospitality, development, administration and others. Key elements of this internship rely heavily on this position's ability to maintain open lines of communication, lead by service and maintain a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. Collaboration and teamwork with VDF staff, interns and artists is integral to the success of this position. This position directly reports to the Festival Manager and works closely with other Vail Dance Festival interns.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Festival Management*

- Support the execution and communication of all Festival logistics for visiting artists, companies and staff including travel (airfare, rental cars, airport transfers and local transportation), lodging, special events and hospitality.
- Review and audit all logistical plans to ensure all details are accurate and up to date.
- Assist Festival Manager with contract execution and administrative tasks, such as invoices, tax documents and check requests.
- Liaise with visiting artists, companies and staff while they are in Vail to assist them with any issues that may arise.
- Work with Gerald R. Ford Amphitheater and Vilar Performing Arts Center staffs to execute a successful VDF residency.
- Take reliable and consistent notes during the Festival to aid in future planning.
- Participate in daily Festival Staff Meetings.
- Assists in the execution of all fringe events and activities, including but not limited to Master Classes, Dancing in the Streets performances, Dancing in the Park performances and additional community events.
- Assist in the install and tear-down of all Festival venues, such as the Festival Headquarters, Rehearsal Studios and others. This involves pre-Festival prep and post-Festival wrap-up.
- Assist Rehearsal Managers and Artist Services Interns to operate and maintain all venues, as well as execute all performances and community events.

#### *Other*

- Provide clear and consistent communication to Festival Manager to ensure all Festival needs are met.
- Proactively identify, resolve and communicate potential issues or concerns that may affect staffing needs or schedules.

- Assist in executing Festival community events and other activations, such as Festival Master Class and Performance Merchandise sales.
- Work together as a team with other staff and interns to create a safe, positive and healthy work environment.
- Participate in orientation and training activities such as pre-festival virtual meetings and in-person activities to promote professional development, team-building and institutional knowledge.
- Assist as needed in additional tasks related to successful execution of the Vail Dance Festival.

**REQUIREMENTS FOR POSITION:**

- Proven organization, time-management, administrative and computer skills.
- Ability to create a Festival environment conducive to teamwork, professionalism and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality and delivery.
- Self-initiative, attention to detail and a customer-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Exceptional relationship management and problem solving skills.
- Excellent communication and customer service skills.
- Proven ability to make critical decisions independently.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Comfortable working independently.
- Confident in giving direction.
- Ability to perform physical labor.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint and Outlook, as well as the Adobe Creative Suite (Photoshop, Premiere Pro, InDesign & Illustrator).
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.
- Successful candidates must provide proof of vaccination for COVID-19 due to the nature of the work of the Vail Valley Foundation.

**ADDITIONAL PREFERRED SKILLS:**

Special events and festival experience. An interest in the arts, specifically dance is not required but preferred. Prior operations and administrative experience preferred. Candidates should express interest in Event Management, Arts Administration and/or similar fields.

**BENEFITS AND COMPENSATION:**

This is a paid internship position. This position begins July 24, 2022, in-person from Vail, Colorado during the Festival. This position will conclude after the Festival on August 10, 2022.

This position is paid a flat fee of \$2,000.00, working approximately 48 hours per week.

From July 23, 2022, to August 11, 2022, the Vail Dance Festival will provide shared accommodations for this position in the Vail, Colorado area. The Vail Dance Festival will book

and arrange all necessary travel to/from the Festival, including air travel and ground transportation.

TO BECOME A CANDIDATE:

Please send a cover letter, resume and references to [cmorgan@vfv.org](mailto:cmorgan@vfv.org).