



The Vivaldi Project Internship Position

The Vivaldi Project is a self-run, nonprofit, period instrument classical music chamber ensemble that is looking for a creative, articulate, and intelligent intern to help with the business/operations side of the organization.

This includes all aspects of presenting concerts including: event planning, pre-concert publicity, fund raising, communicating with personnel and volunteers, and venue - management. Depending on the intern's skills and interests, tasks will range from the clerical (managing phone calls, emails, expense lists) to developing publicity, educational, and fund raising ideas. Good computer and writing skills essential.

Basic organization / communication management tasks include:

- Create efficient contact lists: audience, donor, etc.
- Keep track of expenses
- Write thank you notes to donors details of event planning/working with venue operations
- Help manage online ticket sales and resolve discrepancies
- Help with publicity – develop press lists
- Help put together press kits
- Make and distribute posters/send email announcements
- Write and submit publicity for upcoming performances to local media
- Solicit special interest from local media,
- Fund Raising
- Research grant eligibility
- Solicit sponsors

Interested students should send an email and resume to Stephen Borko at sborko@washingtonginstitute.org OR Barbara Opper at bnopper@aol.com.

More information about The Vivaldi Project can be found at www.thevivaldiproject.org