



V I L A R
P E R F O R M I N G
A R T S C E N T E R

Vilar Performing Arts Center Summer Internship Program

Application Deadline: May 31, 2010

Internship start date: July 1, 2010

Internship end date: September 15, 2010 (flexible end date)

Internship location: Beaver Creek, CO (near Vail, CO)

Reports To: VPAC Intern Coordinator

Job Description: The Administrative/Operations Intern for the Vilar Performing Arts Center is a full-time, 40 hour per week position assisting the Vilar Performing Arts Center staff with a variety of tasks with particular emphasis on the following departments: Front of House (House Management, Box Office, Food & Beverage), Theatre Operations (Executive Director, Theatre Manager, and Artist Services), Outreach/Education, and Development. Tasks during the internship will be schedule so that the Intern will get training and experience in each of these departments.

Requirements: Applicants must have working knowledge of basic administrative tasks such as copying, faxing, fielding phone calls, etc.; a thorough knowledge of Microsoft Office, specifically Excel; the ability to be organized in high pressure situations and meet deadlines; excellent verbal and written communication skills and the ability to delegate. Knowledge of event management or production is a plus. Applicants must have at least Junior standing at an accredited college or university; preference will be given to graduate level students or students interested in a career in arts management. All applicants must have a valid driver's license and a clean driving record – some driving will be required.

Compensation: No compensation is available for this position, however it does qualify for most college credit programs.

Please send cover letter and resume to:
Martha Brassel, Vilar Performing Arts Center
mbrassel@vvf.org or fax 970-748-1396

About the Vilar Performing Arts Center:

Located in the heart of Colorado's Beaver Creek Resort, the 530-seat theatre is owned and operated by the Vail Valley Foundation. The center presents a variety of year-round

performances including jazz, comedy, dance, film, Broadway musicals, theatre, rock concerts, family shows and more.

For a full listing of the Vilar PAC summer 2010 season, please visit: www.vilarpac.org