

Folk Alliance International Conference Intern

Folk Alliance International is pleased to provide paid internship opportunities as on-the-job training, course-related practical experience, and professional development for college or recently graduated students who are interested in the music industry, folk music community, event planning, and arts administration.

This is a 20-hour a week internship. We are looking for interns to be available July 2019 through January 2020, but are flexible with the start date (if you aren't available until the fall semester, we can work with your schedule). We also expect our interns to travel with us to New Orleans for our annual conference in January (travel and lodging will be provided).

This position will report directly to the Director of Operations.

Responsibilities:

- Track conference calendar to make sure deadlines are met.
- Work in the conference planning system, Marcato.
- Assist in ensuring that Marcato is set up properly to pull data for the conference app.
- Assist in working directly with the hotel to arrange Banquet and Event Orders.
- Track and manage hotel rooming list.
- Track conference numbers twice monthly (hotel reservations, conference registrations, volunteers, etc.).
- Assist in communicating with conference contractors.
- Coordinate the Connecting Folk program for first timers
- Generate post-conference report data by assisting with auditing the registration data and other information in Marcato.
- Review scholarship applications and communicate with recipients.
- Work with the conference production team prior to the conference and while onsite.
- Communicate with Official Showcase Artists.
- Assist setting up the International Folk Music Awards.
- Communicate with registrants who need to make corrections.
- Connect with Health Fair vendors.
- Participate in meetings with our Programming Manager in developing the panel and daytime schedule.
- Participate in meetings with our Outreach Coordinator and assist in setting up systems for mentor sessions and B2B meetings.
- Determine the logistics of transporting equipment to New Orleans.

To be eligible interns must:

- Be a current undergraduate or graduate student;
- Be able to work for the entire length of the internship;
- Have strong communication skills (phone/email/in-person);
- Have an ability to work in a fast-paced environment.; and
- Have strong computer skills.

To apply, please fill out an application [here](#).