

TEXAS FOLKLIFE

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texasfolklife.org

Texas Folklife Mission

Texas Folklife is a statewide non-profit organization dedicated to preserving, presenting, and documenting the diverse cultures and living heritage of the Lone Star State. Since 1984, Texas Folklife has honored the cultural traditions passed down within communities across Texas and explored their importance in contemporary society. Texas Folklife promotes, presents and documents the state's rich cultural legacy through a vibrant mix of exhibitions, performances, community residencies, apprenticeships, and educational programs in Austin and around the state.

Position: *Big Squeeze Intern*

Start Date:	Position open until filled
Time Commitment:	Part-time at 12+hours per week, preferably two to three times a week in office plus travel (office hours are Mon-Fri 9am-5pm)
Supervisor:	Charlie Lockwood, Executive Director
Salary:	Unpaid, with stipend upon successful completion of internship

Job Description:

Texas Folklife seeks a student or recent graduate to support our mission in a volunteer capacity as an Intern for our Big Squeeze statewide youth accordion contest program. As part of the Texas Folklife team, you will work with and meet people who are passionate about supporting traditional arts and culture across the state.

Duties and Responsibilities:

- Attend and assist with coordination of out-of-town concert events Feb – May 2019. Event locations include concerts in Houston, Ennis, Rio Grande Valley, Port Arthur, San Antonio, Dallas, and more.
- Assist with stage management, event production, merch and info table at events
- Assist with video recording of contestants at events
- Distribute audience surveys at event, collect and organize survey results
- Assist with distributing Big Squeeze promotional materials on online calendars
- Perform other duties as assigned.

Skills and Experience:

- Experience in event production or live music event coordination
- Familiarity with video recording equipment and editing a plus
- Ability to handle statewide travel demands and multiple duties of event production
- Excellent computer skills, ability to learn new software / online platforms quickly
- Desire to learn about arts administration, non-profit event management
- Highly organized and able to manage multiple ongoing projects
- Ability to work independently and as part of a team
- Ability to take direction well and work efficiently

Requirements:

- Must be able to work 12+ hours per week
- Must be able to travel multiple weekends throughout spring semester
- Must have access to reliable transportation

To apply:

Please send resume, cover letter to:

Executive Director Charlie Lockwood clockwood@texasfolklife.org