

Ten years of Connecticut Summerfest

Aaron Price, Artistic Director | Gala Flagello, Festival Director
www.ctsummerfest.org

Arts Management Internship 2025

in partnership with the EXCEL Lab at the University of Michigan School of Music, Theatre & Dance

EXCEL partners with [Connecticut Summerfest](#) to host one SMTD student intern January–June 2025 to assist with remote preparations for and the in-person execution of the festival's 10th season. This opportunity is open to all current undergraduate and graduate SMTD students. Applications for the Connecticut Summerfest 2025 internship will open Monday, October 21st, 2024 with a **deadline of Friday, November 15th, 2024**. Please contact Connecticut Summerfest Festival Director Gala Flagello (gala@ctsummerfest.org) with questions about this internship.

Application Requirements

- 1-page cover letter detailing your interest in this opportunity, what you would bring to the Connecticut Summerfest team, and what you would gain from this experience
- Résumé or CV, no more than 2 pages

Please combine all of your application materials into **one single PDF** and upload it to the [Connecticut Summerfest internship online application form](#) by Friday, November 15th, 2024.

Internship Overview

Organizational Background & Mission

[Connecticut Summerfest](#) (CTSF) brings together talented emerging composers with some of the country's most inventive chamber music ensembles for a week-long festival of artistic exchange culminating in nine world premieres. The festival provides the Greater Hartford community with contemporary music concerts of the highest caliber through a nightly concert series featuring three ensembles-in-residence and brand-new pieces written by festival composition students. Connecticut Summerfest is proud to amplify voices of composers from historically underrepresented groups, specifically gender diverse composers and composers of color, through our Composition Program and concert programming.

Connecticut Summerfest's 10th anniversary season celebrates impactful organizations cultivating community in Connecticut. Each of our partner organizations—the Connecticut Science Center, West Hartford Public Library, and Connecticut Museum of Culture and History—will be paired with one of our three ensembles-in-residence. These local organizations' missions and programming will inspire our festival composers' new pieces of music which will debut at our free public Evening of Premieres concert. Our partnerships will inspire Connecticut Summerfest's concert audiences to visit these vital local organizations with a deeper appreciation for and understanding of their work in the community.

About the Festival

This year will be Connecticut Summerfest's 10th anniversary season, taking place in-person in West Hartford, CT at The Hartt School. CTSF offers four free, live-streamed [concerts](#) each year, showcasing our ensembles and the nine new works of our festival composition students.

[2025 Composition Faculty:](#)

- Christopher Cerrone
- Gilda Lyons
- Angélica Negrón
- Evan Williams

[2025 Ensembles-in-Residence:](#)

- Hub New Music (flute, clarinet, violin, cello)
- Longleash (violin, cello, piano)
- Sugar Hill Salon (oboe, clarinet, bassoon)

[2025 Publishing Partner:](#)

- Just a Theory Press

Internship Opportunities & Compensation

Educational and Professional Takeaways

The SMTD intern will work alongside the Connecticut Summerfest [team](#) in advance of the festival (January–May 2025) on 10th anniversary season preparations. The intern will then attend Connecticut Summerfest 2025 (June 12th–18th, 2025) in-person to obtain an inside look at how a nonprofit contemporary music festival is run, assisting our 2025 [composition faculty](#), [ensembles-in-residence](#), and guest lecturers as an integral member of the Connecticut Summerfest team. The intern will also have the opportunity to learn about nonprofit donor engagement, fundraising, and relationship building at festival concert receptions, donor events, and through the festival's donor management platform. Every year, Connecticut Summerfest strives to tailor this internship to the intern's individual educational and professional interests and will facilitate conversations and collaborations with team members in a variety of areas (e.g., development, marketing, artistic planning) to achieve this.

Compensation

The SMTD intern will receive a stipend of approximately \$1,000. CTSF will disburse payment in two installments (March 2025 and June 2025). This rate calculates to approximately \$18/hour during the intern's remote work period (1-4 hours of work per week, January through May).

Travel, housing, and meals will be covered June 12th–18th, 2025 to facilitate in-person work at Connecticut Summerfest 2025. *Should the intern bring a car to Connecticut Summerfest, their gas will be reimbursed for all festival tasks based on receipts submitted by June 19th, 2025.*

Intern Responsibilities

Festival Preparations, January–May 2025

Hybrid/Remote Work:

- Meet with Festival Director Gala Flagello on a bi-weekly or weekly basis, as needed based on workflow; remote or in-person depending on the intern's location (January–May)
- Assist Media Manager with social media posting and media asset creation via Canva (January–May)
- Assist Development Manager with annual campaign donor thank you letters (January–February)
- Attend and contribute to the full team pre-festival Zoom meeting (February)
- Assist Media Manager with submitting festival concert series to online events calendars, local radio and TV stations, newspapers and blogs, and other media outlets (March–May)

- Solicit program booklet advertisements from Greater Hartford area businesses via email and phone (March–May)
- Invite Greater Hartford assisted living facilities, community centers, music schools, and program booklet advertisers to festival concert series (May)

Festival Duties, June 12th–18th, 2025

In-Person (West Hartford, CT):

- Assist with festival check-in and check-out
- Photograph festival events
- Post live festival updates to social media platforms
- Upload all festival photos to the festival’s social media and Google Drive
- Set up and tear down rehearsal and lecture spaces
- Set up, manage, and tear down concert series reception tables
- Set up and tear down dormitory breakfast and post-concert hangout space
- Provide transportation by car to festival attendees as needed

Applicant Requirements

Connecticut Summerfest is seeking an intern who...

- Is passionate about artistic collaboration and contemporary classical music
- Is kind, curious, enthusiastic, organized, meticulous, communicative, and reliable
- Enjoys project-based and independent work
- Has experience with Google Suite (e.g., Google Docs, Sheets, Forms), Meta (Facebook and Instagram), and Canva
- Has a valid driver’s license and feels comfortable transporting others by car
- Is able to take photos representative of festival events
- Is fully vaccinated against COVID-19 and will adhere to COVID-19 safety protocols as outlined by the festival

Internship Timeline

- Application Deadline: Friday, November 15th, 2024
- Finalist Interviews: December 2nd – 6th, 2024
- Internship Start: Week of January 6, 2025 (remote work January–May)
- Internship End: June 30, 2025

[Apply by November 15th, 2024!](#)

Questions? Contact Gala Flagello at gala@ctsummerfest.org

