



# Upper Valley Presents

Artistic and Educational Programs  
to Enrich the Upper Valley

80 Route 5 South Norwich, VT 05055  
[www.UVpresents.org](http://www.UVpresents.org) 802 526 1055

## Seeking Summer Interns - 2007

**Upper Valley Presents a non-profit organization which brings artistic and educational events to the Upper Valley of VT/NH is seeking interns to assist with programming and administration of its summer camp and family concert series. As an intern you will gain hands-on, practical experience that can be used in your academics or job search.**

### Upper Valley Presents

#### Staff

Bruce M. Genereaux  
*Executive Director*

Olivia J. Genereaux  
*Artistic Director*

#### Trustees

Betsy McGean  
Neely McNulty  
Jane Seibel  
Angela Stafford  
Karin Thorburn

Upper Valley Presents,  
Inc. is a Vermont  
nonprofit company.  
EIN 71-0993579

Upper Valley Presents runs two programs open to the public, Summer Days Camp and Open Air family concerts.

**Summer Days Camp** is a nurturing, non-competitive day camp for children ages 4 through 9, whose Art Smart, Kitchen Science, and Fair Play curriculum fosters creative thinking and problem solving - building higher self-esteem in your child.

**Open Air**, is a family "concert on the green" series featuring folk & jazz music, storytellers and puppetry. It comes each July and August on Thursday evenings to the Events Center amphitheater in Norwich, Vermont.

Open Air is pitched to the public as: "Imagine yourself relaxing with friends and family on a blanket as the setting sun paints the evening sky. Your picnic basket is brimming with delight, and the performance is about to begin. This is Open Air."

Further description, brochure and images of the camp and concert series are at [www.uvPresents.org](http://www.uvPresents.org)

**Dates:** The position is for up to nine weeks during the Summer of 2007. Start date approximately June 20<sup>th</sup>. End date approximately August 24<sup>th</sup>.



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**Location:** Norwich, Vermont – at the Upper Valley Event Center – [www.uvevents.org](http://www.uvevents.org)

**Housing, Food and Access:** Interns can choose to make their own living arrangements or can discuss options we have. An assumed part of the compensation for this internship is the provision of housing by Upper Valley Presents because the cost of housing nearby is relatively expensive.

**Dress and Behavior Code:** All counselors and staff of Upper Valley Presents are expected to dress neatly, wear shoes, be polite and respectful to all guests, customers and fellow staff at all times, know that one's behavior on and off site reflects on your employer and yourself. No facial piercings and no bared midriiffs while working.

**Compensation:** You will be an employee of Upper Valley Presents. You will be paid a flat stipend of \$200 per week. As an employee, you will be subject to withholding taxes and other deductions, so your actual take home pay may vary.

## **Required Skills and Responsibilities**

**Administrative, Marketing & Strategic Planning** – promotion, photo documentation, event planning and execution. Site preparation. Advertisement copy writing and placement. Postering of promotional materials regionally. You must be able to learn relevant data entry requirements for Quick Books, Microsoft Outlook and Excel. Abilities in database management, website maintenance with Dreamweaver and e-mail communication are required.

**Interpersonal:** You must be able to be comfortable interacting with children down to 4 years of age and up to 9. You must be able to communicate in a professional manner to adults.

**Camp Counselor:** You will be asked to participate on a daily basis with camp activities. These require patience, imagination and having fun. Preparing projects, hands on or science experiments, executing leading Fair Play activities and end of the day clean up and prep work for the next day.

**Program Development:** You will be asked to propose and implement a program or programs for 4 to 9 year olds for 1 to 3 hours per week that can be repeated each of the nine weeks. This will be an opportunity to demonstrate planning and implementation skills and be able take with you in your portfolio. This work can be of your choosing, but will be approved and may be modified by the director or assistant director as they see fit.



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Open Air-Family Concert Series: You will be required to assist with all aspects of executing the Open Air family concert series. This will include, but not be limited to, set up of grounds, ticket booth manning, taking care of the artist(s), crowd control, parking and clean up.

**Application Procedure:** You will come to the site anytime during the week of February 19-23, 2007 and interview with the director and others during the winter session of the camp. You will, three weeks in advance of this visit, submit in writing a two-page letter explaining how you will be of value to Upper Valley Presents and how you hope to benefit from your experience. This letter will tell us much about your ability to present yourself and think. Based on that letter, we will invite you to an interview.

Please feel free to call in person prior to applying to be sure that this will be a good fit for you and be worth the effort you will make in applying.

Your internship will be subject to termination by either party with one week's notice.

**Contact:**

Bruce Genereaux, Executive Director – (802) 649-2772

Janna Genereaux, Artistic Director and Director of Summer Days Camp (603) 643-6012

Catherine Patch, Counselor, Summer Days Camp. (603) 296-5784

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