



Jane & Gary Bomba Bravo! Vail Summer Internship Program 2026

Are you looking for a unique opportunity to expand your skill set and advance your career in arts administration, non-profit management, development, marketing, event management, music education, festival operations, or live audio engineering and recording? Do you work well in a fast-paced, high-energy, diverse, and rewarding environment? Then look no further, the Bravo! Vail Summer Internship Program could be the perfect fit for you.

The Jane & Gary Bomba Bravo! Vail Summer Internship Program is unsurpassed in its reputation of advancing interns into successful careers in arts administration, non-profit management, and beyond. Interns have gone on to work with world-class orchestras, performance venues, festivals, and community-based non-profit organizations. Bravo! Vail is seeking eight highly qualified interns (Audio Engineering, Development & Special Events, Education & Engagement, Sales & Marketing, and Operations) who aspire to develop their skill set, seek to network with successful professionals, and are inspired by challenging projects. As an intern at Bravo! Vail, you will work with a variety of our staff and engage in projects that will not only help our festival but also build your resume and career opportunities. The ideal intern candidate is willing to jump in, work well independently and in a team environment, and know how to solve problems in a variety of situations.

Nestled in the heart of Colorado's Rocky Mountains, the Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout the Vail Valley for six weeks each year, drawing music lovers from around the world. The only festival in North America to host four of the world's finest orchestras in a single season, Bravo! Vail celebrates its 39th season June 25 through August 6. Internationally renowned resident orchestras—the Dallas Symphony Orchestra, The Philadelphia Orchestra, and the New York Philharmonic—headline the Orchestral Series alongside distinguished guest conductors. The Academy of St Martin in the Feilds returns with Joshua Bell as the 2026 International Guest Chamber Orchestra.

Highlights of the Jane & Gary Bomba Bravo! Vail Internship Program:

- **Intern Enhancement Activities:** Throughout the summer, interns participate in open forum meetings with successful professionals from Bravo! Vail, the resident orchestras' administration, and members of the Bravo! Vail Board of Trustees to get an insider's perspective on many aspects of arts administration.
- **Diverse Projects:** Interns work on all aspects of the Festival including donor events, marketing initiatives, education programs, and operational components. This gives each intern a better perspective as to which area they would like to pursue as a career.
- **Access to concerts:** Interns are encouraged to attend many Bravo! Vail performances.

Details:

- The position begins remotely on Monday, June 1 for 10 hours per week for the first two weeks, unless otherwise noted.
- In-person work will begin Monday, June 15 and end Friday, August 7. Additional opportunities for remote work may be available per position.
 - *Please note that the internship requires long hours; work hours vary significantly and include weekends and evenings.*
- Interns will receive a paid stipend, and shared housing will be provided.
- Interns are responsible for travel to and from Vail.
- Bravo! Vail requires you to bring your own laptop and you must have a vehicle.

- This internship requires the ability to be on your feet for extended periods of time, and to lift and carry up to 50-55lbs.
- All dates are subject to change.

What We Require:

- Intern is responsible for transportation; some responsibilities require driving to locations within the community
- Full commitment to the Festival schedule
- Studies in Arts Administration, Marketing, Music Education, Non-profit Management, Hospitality, Audio Technology/Live Sound or relevant program
- Ability to work well in a team environment with a variety of people and personalities
- Strong communication skills
- Professional, enthusiastic, and positive attitude even in high-pressure situations
- Flexible in nature, especially under pressure
- Organized, with an ability to prioritize time-sensitive projects
- Ability to problem-solve and take initiative
- Proficiency in Microsoft Office Suite

Application Information:

- For more information on Bravo! Vail, please visit bravovail.org.
- **Early bird deadline is January 31, 2026 and final deadline to apply is February 13, 2026.**
 - Please send a cover letter and resume (PDF files preferred) to internship@bravovail.org with the subject line "Your Name and Position Applying For" (i.e. "Joe Smith, Operations").
 - If you are interested in more than one position, please rank the positions you are most interested in with 1 being your top interest in the message box.
 - You will receive a response indicating receipt of your application materials

EDUCATION & ENGAGEMENT PROGRAMS INTERN, one position available:

Responsibilities:

- Assist with all elements of producing successful Education & Engagement events including front of house duties, back of house preparation, and overall coordination of events with staff and artists.
- Help to coordinate and present Little Listeners @ the Library, Community Concerts, masterclasses, and senior center concerts, Pre-Concert Talks etc.
- Assist with Instrument Petting Zoo events.
- Coordinate and assist with artist relations for Education & Engagement Programs.
- Collect program evaluation data and compile information for end of season presentation.
- Assist staff with the enrollment process for Bravo! Vail Music Makers *Haciendo Música*.
- Assist staff with the Piano and Strings Summer Intensive for local students.
- Assist staff with Young Musicians Summit, a collaboration with Bravo! Vail Music Makers *Haciendo Música* and other classical music organizations in Colorado.
- Exposure to leading or teaching sectionals or group lessons pending experience and/or interest.
- Assist with organization and delivery of necessary supplies to schools in preparation for fall classes.
- Create signage for events as needed.
- Attend all necessary meetings as required.
- Additional tasks as assigned by Education & Engagement Staff.

SALES & MARKETING INTERN, One position available:

- Support front-facing role of Patron Services team as associate leading efforts for concierge marketing and sales efforts. Tessitura training included.
- Distribute marketing materials throughout the season for all distribution centers, hotels, and business.
- Manage all check in's at Vail Chapel Concerts as part of Community Concerts Series.
- Attend concerts as scheduled. Set up wayfinding signs, collateral, and other marketing materials as needed.
- Assist with ticket scanning and post-concert break down of materials.
- Assist with creating content for daily marketing emails.
- Attend Education & Engagement events to assist with ticket scanning and signage as needed.
- Create posters, flyers, and Town Talk submissions (Adobe program knowledge encouraged)
- Manage filing and collection of photography archive with photographers.
- Fulfill media requests including the distribution of photos and videos as needed.

SPECIAL EVENTS INTERN, One position available:

Responsibilities:

- Create event signage, collateral, and other printed or digital materials.
- Attend concerts as scheduled. Set up wayfinding signs, collateral, and other marketing materials as needed. Assist with event check in and post-concert break down of materials.
- Support with planning and execution of donor events; including set-up, staffing reception tables, guest hospitality, and cleanup.
- Engage regularly with donors and patrons by phone, email, and in person to provide information and ensure a welcoming experience. Manage RSVPs, guest lists and seating plans for donor events. (Tessitura experience is a plus.)
- Prepare and distribute pre-event communications to internal staff and event teams. Coordinate

- sponsor and donor stewardship, including thank-you notes and post-event follow-up.
- Maintain detailed records of event outcomes, attendee feedback, and inventory for future planning.
- Collaborate with staff, volunteers, and vendors to ensure seamless event logistics, from setup to breakdown.

DEVELOPMENT & EVENTS INTERN, Two positions available:

Responsibilities:

- Create signage and collateral pieces as needed
- Attend concerts as scheduled. Set up wayfinding signs, collateral, and other marketing materials as needed. Assist with event check in and post-concert break down of materials.
- Assist with planning and execution of donor events
- Attend all donor events as scheduled, and assist with set-up, staffing reception table, and break down; other event duties as needed
- Interact with donors on a regular basis via telephone, email, and in person
- Engage in on-site cultivation of new and existing donors at performances
- Research prospective donors for cultivation efforts
- Manage RSVPs and guest lists for donor events. Tessitura experience a plus.
- Create, produce, and distribute donor thank you notes at end of the season
- Assist with planning and execution of online auction
 - Prepare all necessary auction collateral
 - Write and upload auction item descriptions and photos to online platform
 - Produce thank you cards for auction donors, buyers, and sponsors
 - Assist in auction follow-up

OPERATIONS INTERN, one position available:

Responsibilities:

- Assist with producing orchestral and chamber concerts, including setup, logistics, and post-event wrap-up.
- Serve as event lead for a series of free afternoon community chamber music concerts
- Support rehearsals and performances with various production needs
- Plan and execute artist hospitality, reviewing riders, shopping for supplies, and managing catering and backstage setup.
- Maintain and track equipment and supply inventory.
- Support guest artist relations, including travel, lodging, and schedule tracking and coordination.
- Assist with administrative tasks such as data entry in Arts Vision, invoice processing, repertoire history and concession tracking.
- Prepare and distribute production documents (run sheets, schedules, venue layouts).

AUDIO ENGINEERING INTERNS, two positions available:

Responsibilities:

- Operation of live sound systems and recording equipment, including system setup, sound check and live mixing/monitoring
- Assist with setup and production for Orchestral Series Concerts at the Gerald R Ford Amphitheater. This includes:
 - Microphone placement
 - Patching and cable management

- Testing/troubleshooting equipment
- Interfacing with artists and orchestra staff
- Hanging, focusing and programming lighting instruments
- Interpreting production diagrams and stage plots
- Independently manage technical needs at Bravo! Vail chamber concerts and donor events
- Manage the Bravo! Vail archive, including mixing and mastering of recorded concerts, proper file storage and documentation of all recorded concerts and events, maintaining the archive catalog file, and maintaining regular, redundant updates of archive material to the archival hard drives
- Transport of recording equipment and small sound systems to various venues in personal vehicle; unloading and loading of audio equipment
- Location audio recording for video interviews
- Other duties as assigned

Desired Qualifications for Audio Engineering Interns:

- Familiarity with basic audio post-production, including computer-based editing and mixing. You should have a personal laptop with a professional DAW workstation installed and a professional set of headphones and/or monitor speakers
- Familiarity with simple sound system setup and operation, including signal flow, mixer controls, equalization and gain structure, operation of wireless microphones, cable wrapping
- The ability to work long hours outdoors in variable weather conditions, for which you will need proper footwear, rain gear, and durable/breathable clothing you can move and work in
- The ability to keep a professional, unintrusive demeanor among high profile artists and organization members

Shared Intern Responsibilities:

- Assist with collateral distribution: distribute Bravo! Vail posters, pocket calendars, and other collateral pieces throughout the Valley
- Assist with Family Concerts and Education & Engagement activities throughout the summer
- Represent Bravo! Vail in a positive, professional manner both on- and off-duty
- Other duties as assigned by Bravo! Vail staff

Many of our former interns have gone on to successful careers in the arts thanks to the experiences they gained from the Bravo! Vail Summer Internship Program



“This summer, I worked as the events-focused intern on our team of four IA interns. Responsibilities in this position ranged considerably. Throughout my time at the festival, I gained hard and soft skills in arts administration and nonprofit management in general! I can’t state how open and welcoming all the people at Bravo! Vail were. The willingness to answer our questions and share their experiences with us provided great perspectives that I will keep with me, especially as I begin job hunting and enter my career. Not only did I get to build my network with Bravo! Vail staff, but I was also incredibly grateful for the group of interns that I got to work with and learn from this summer. .” – 2024 Intern

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