



# EXTERNSHIPS AVAILABLE AT BONNAROO!

The Bonnaroo Music and Arts Festival is currently seeking externs for the 2015 event. These are unpaid externships that will take place over about two weeks centered around one of the biggest music experiences of the summer. Though the externships are unpaid, meals and lodging accommodations are provided. All externships require that you bring your own laptop. We are pleased to offer the following positions:

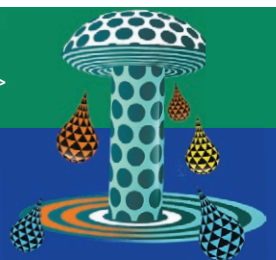
**Artist Decor Department:** The Artist Decor Department is looking for an extern to help prepare and décor all areas that the artists see at the festival including backstage, artist dressings rooms, hangout areas, and all media areas. An ideal candidate would be well organized, creative, and have the ability to act in a professional manor around the artists. Work commitment will vary throughout the event with heavier work leading up to the event as well as after the event. Your supervisor will provide more information. Dates to keep open for this externship fall within **June 1st-18th**.

**Bonnaroo Works Fund:** The Bonnaroo Works Fund (Bonnaroo's non-profit arm) is seeking an extern to assist with various BWF related activities on site during the event. Duties include managing the three different BWF auction areas and activations as well as managing the BWF social media integration with the festival. Ideal candidates would have a strong interest in non-profits and a willingness to help promote their causes. This externship requires a full time commitment from **June 9th-15th**.

**Catering and Hospitality:** The catering areas of Bonnaroo are looking for externs to assist with the enormous catering operation at the event. Responsibilities will range from learning the catering software, running reports, printing & organizing meal tickets and overall office management. An ideal candidate would have an interest and some experience in the office administration, have excellent organizational skills and a team player attitude. This externship requires a full time commitment from **May 29th- June 18th**.

**Clean Vibes:** Clean vibes is seeking externs to help manage the Trash Talker operation at Bonnaroo. Duties include organizing the check-in/check-out process, answering questions, distributing materials (gloves and bags), working the field to train Trash Talker Volunteers on proper waste diversion and support the Clean Vibes crew by helping to maintain and promote the integrity of the 3-stream waste diversion program at Bonnaroo (recycling, compost and landfill). This externship requires a full time commitment from **June 9th-15th**.

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**Credentials:** The Credentials department is seeking an extern to help manage Bonnaroo's staff, artists, guests, and vendor check-in operation. Duties include managing various email accounts, data-entry, and helping check-in patrons at the various check-in locations. An ideal candidate will have experience in customer service, great communication skills, and attention to detail. This externship requires a full time commitment from **June 6th-15th**.

**Database Administration:** The Bonnaroo Database Administrator is looking for an extern to assist with management of the event's incredibly large, extensive, festival database. Duties will mostly be centered around data entry, updating, and management within the operations office. An ideal candidate has knowledge of basic computer software, is extremely organized, and willing to work independently if necessary. Requires a full time commitment from **June 5th-15th**.

**Planet Roo:** Planet Roo is looking for an extern to help provide an active and engaging space for Bonnaroo's patrons to learn about sustainability initiatives. Duties may include but are not limited to e-mails/phone calls, assisting with load-in/load-out, and assisting Solar Stage, Academy and Post Office. An ideal candidate would be interested in non-profits, networking, community development, and possess strong skills in communicating, computers, and problem solving. This externship requires a full time commitment from **June 7th-15th**.

**Signage:** The Signage department is seeking an extern to help with the massive undertaking of festival signage. Duties include but are not limited to receiving and approving signage shipments, distribution of signs throughout the site, working with local and regional printing companies for last minute orders, and inventorying signs at the end of the festival. The ideal candidate would have a strong attention to detail, excellent organizational skills, and the ability to work both alone and leading a team. Requires a full time commitment from **June 5th-17th**.

**Sponsorship Activations:** The Sponsorship Activations department is looking for externs to assist with execution of sponsorship activations throughout the site. Duties may include but are not limited to making sure the volunteers are in their stations and acting professionally, coordinating various programming schedules, and maintaining product inventory. An ideal candidate would be organized, have an understanding of logistics, experience with customer service, and strong communication skills. This externship requires a full time commitment from **June 9th-15th**.

**Volunteers (The C'roo):** The Volunteer department is looking for externs to help with all aspects of Bonnaroo's volunteer program called The C'roo. Duties may include but are not limited to setting up the various volunteer areas on site, assisting with C'roo check-in, and management of volunteers on site. Overnight work may be required. An ideal candidate would have an interest in event planning, proven leadership experience, excellent organizational and communication skills, be proficient in Microsoft Word and Excel. This externship requires a full time commitment from **June 5th-15th**.

## HOW TO APPLY:

Before deciding to apply for an externship with Bonnaroo, please read carefully through all of the externship descriptions. Once you've decided which externships you are interested in please email [externs@bonnaroo.com](mailto:externs@bonnaroo.com) with a cover letter and resume. In your cover letter, please be sure to include which externships you are most interested in and in your order of preference. Also, please give a short explanation of why you want to work at Bonnaroo and what makes you qualified for the position or positions.