

## **Emerald City Music Productions Internship Opportunities**

### **SUPPORT**

- **HR Assistant** - help get the word out to various schools and set up appointments for interviews with me, send follow up mails, update the online “Handshake” pages.
- **Sales** - selling concerts to venues, selling group tickets for shows and events, scheduling artist displays for venues, selling space to vendors for events - NOTE: Sales interns receive 10% gross of what comes in from their direct sales.
- **General Clerical** - sorting papers, filing them, phone calls, emails, chats, typing letters, sorting/filing digital files, updating passwords for online accounts, maintaining databases, updating information packets for customers
- **Database Entry Clerk** - we have A LOT of details to enter each day into various databases – copyright registrations, product information, vendor information and updates, advertising sponsors information, equipment maintenance records, and more. This is a position that is ideally suited for someone in a wheelchair or who has autism. But the position is open to ANYONE who is excellent with details and accuracy in data entry.
- **Video Editing Assistant** - logging footage, typing up the script for the editor, following up and reviewing the editors work for accuracy in the script.

### **SKILLED**

- **Video Editor** - editing shows for internet distribution, concert footage for DVDs, event snippets for promotional purposes online, and small theater commercials.
- **Graphic Design** - creating concert and event/show posters & Leaflets, editing photos for internet postings
- **Legal Helper** - help with preparing the copyright and trademark registrations for review by our lawyer. Doing legal research on topics, searching online for non-contracted sites distributing or posting our materials and content and preparing take down notices
- **Accounting Helper** - scour the database looking for discrepancies, double checking that the numbers are correct, and all entries are accurate, helping prepare the information for our accountant.
- **I.T.** - website updates, and new page creation, assist with various online technical needs
- **Fundraising** - for special gallery shows, and events - researching at the libraries appropriate donors, writing donor in queries/letters, following up.
- **Communications** - Writing and sending press releases, social media updates, sending email blasts, posting events on listing sites, scheduling radio and television interviews
- **Videographer** - for local area concerts, shows and events
- **Seamstress** - to repair stage costumes and create new costumes for special events

### **ADDITIONAL**

- **Graphic Design Assistant** - adding watermarks and metadata to the images, videos and sound files for internet upload
- **Advertiser/Sponsor support** - Working with the sponsors of our productions, to be sure they get what they have paid for - monitoring that we have their logos on all items as promised, gathering and preparing other items (I.e., Product placement in videos, etc.), entering their information into the Christmas card database, addressing sponsor questions, getting feedback from previous sponsors

### **ON-SITE – MAY REQUIRE PHYSICAL ABILITIES**

- **Pre-Production** - printing the posters and leaflets and cutting them, assimilating show programs, banners/logo updates, and helping with prop preparations and equipment rentals before events
- **Production Crew** - picking up equipment, setup location, clean up, teardown, and packing the equipment back into our locker. Inventorying use on each piece of equipment after each event
- **Poster Hangers** - hanging posters and distributing leaflets for our events and services, across the northwest suburbs. Can use a bike, car or train. Train and/or gas are reimbursed.
- **Sound** - setup, monitor and teardown the sound for area events (northwest suburbs)
- **Production Assistant** - following up and gathering release forms from artists, assisting with the audience needs, working with other interns at events to guide with setup/cleanup/teardown and timeliness, works with the producer on each event to help fill in missing tasks/roles/errands, and gather props if needed.
- **Special Note: One paid position: “Zombies”** – “Zombies” are paid positions - Looking for people who enjoy entertaining audiences as zombies (without saying the audience). We are silly, ugly, and silent, and we have a ton of fun distributing goody bags to audiences in parades across northern Illinois and Indiana, and southern Wisconsin and Michigan.

### **Here is what I look for in students**

- Excellent in their communication skills and scheduling abilities
- Integrity
- Timeliness
- Fluent in the use of emails, chats, texting, internet, Gmail, Facebook, and ZOOM.
- Can read, write, understand, and speak English clearly
- Ability to speak a second language is helpful but not required

### **Here is a list of the projects we have for 2024:**

#### EVENTS

- Sternsinger Tag - Children’s choir singing on the day of Epiphany while gathering funds from companies for children’s health and rights organizations.

- Walpurgisnacht! - a traditional medieval style festival on the eve of May Day, presenting the annual “witches” dance, vendors, music, activities, food and fun.
- Summer Music Festival of Lullabies - 5 summer Wednesday nights starting in July, featuring traditional multi-cultural lullabies outdoors in a forested/field setting. Elegant and classically styled - the audience brings their own picnic baskets, lanterns/candles, blankets for lawn seats.
- The 2nd Renaissance On Earth Festival - A renaissance festival including modern scientists and Makers, food, entertainment, medieval costuming and entertainment.
- Reinberg Rocks Oktoberfest - a non-alcohol Oktoberfest with food, vendors, entertainment, activities and fun.
- The Halloween Techno Zombie Geo Cache Hunt! - an annual geo cache hunt in a chosen city, which sends players into local businesses for an interactive fun activity, and lite community service work in-route. The event ends with a square-dance, food and prizes for the payers, sponsors and participating businesses.
- The Community Christmas Concert Series - up to 5 free acoustic Christmas concerts featuring traditional Christmas songs from around the world in their native languages. We work with venues that creative, festively decorated, beautiful warm and friendly... and may benefit from a little extra free marketing boost during the holidays. The concerts are free for both the venues and the attendees.
- Mrs. Claus Stories online - Mrs. Claus zooms into Christmas Eve at 7pm with stories from the north pole, and her adventures with the elves, Santa and those flying reindeer. A 1-hour interactive conversation with Mrs. Claus.

## SHOWS

- MUSE Live! - a monthly 1 hour live-audience show about original arts, artists, and the creative process. Each show features 3-4 fresh original artists and is part showcase and part interview. The show is open to artists at all levels of accomplishment.
- PNFB - a 10-15 minute weekly social media newscast featuring positive news from around the world by regular folks.

## DANDELION DISTRIBUTION

- Zombies On Parade - an ugly, scruffy looking but fun and silly entertaining bunch of zombies grunting, groaning, creaking, scuffling and sobbing along in parade routes while entertaining the audiences and handing out goodie bags filled with advertiser swag and fruit. - ZOMBIES ARE PAID
- Rose Runners - students interested in distributing leaflets and handing posters across the northwest suburbs on their bikes, via car, or train. Fuel, food, and train tickets are reimbursed. RUNNERS ARE PAID.

I am also the singer/songwriter and main creator of content, signed to this label. It is under the umbrella of my company, which I tour internationally for my music (reference details at the end of this letter)

#### BARB'S CONCERTS:

- original pop/rock - country/folk/rock music and original Christmas song concerts
- traditional German and Norwegian folk and Christmas song concerts
- German WWI/WWII Military song concerts
- Civil War era concerts
- Revolutionary War era concerts
- traditional multicultural lullaby concerts

#### TOURS:

- Farm Art - Barb Sorensen's new album support tour
- Totality - Barb Sorensen's special tour for 2024 in celebration of the Sun's Totality event
- Walk That Mile - Barb Sorensen's first tour in 2001 making a comeback for other areas of the world
- MUSE Live! - building the tour of a tour with MUSE Live! Artists in 2026
- Misc. specialty tours in the works
- OTHER TYPES OF ARTISTS WE BOOK VENUES FOR:
- Greeting Cards
- Pyrography
- Painters
- Dancers
- Musicians
- Crochet Artists
- Authors
- And more.....

#### MERCHANDISE:

- CDs
- DVDs
- Calendars
- Greeting Cards
- Specialty items