



TIPPET
RISE
ART
CENTER

Job Title: Art Center Operations Intern

Montana's Tippet Rise Art Center is currently recruiting a qualified intern to assist with art center operations during our third summer of classical music performances and sculpture tours. Listed as one of the three art centers to visit in 2017 by the BBC, Tippet Rise offers extraordinary opportunities to ideal candidates.

About Tippet Rise

Tippet Rise Art Center is located in Fishtail, Montana, against the backdrop of the Beartooth Mountains, roughly midway between Billings and Bozeman and north of Yellowstone National Park. Set on a 10,260-acre working sheep and cattle ranch, Tippet Rise hosts classical chamber music and recitals and exhibits large-scale, outdoor sculptures. Tippet Rise celebrates the concept that art, music, architecture, and nature are inextricably linked in the human experience, each making the others more powerful. The art center features musical performance spaces indoors and out, with programs that seek to create memorable experiences for performers and audience members alike. Interns gain in-depth exposure to and experience in the individual operational components of Tippet Rise Art Center, as well as practical hands-on training within a non-profit contemporary arts organization.



Intern Responsibilities

Art Center Operations:

- Lead art center tours and sculpture tours
- Work with and assist interpretive rangers
- Drive golf cart shuttles
- Assist as directed with food service setup and cleanup
- Inventory and re-stocking
- Organizational systems
- Traffic and parking assistance
- VIP and musician assistance
- Take out trash and recycling, cleaning



Visitors Center and Guest Services:

- Assist in the visitors center as needed
- Check guests in, answer questions, sell merchandise, assist guests with planning their visit
- Collect tickets
- Clean and organize visitors center, as needed
- File paperwork and organize documents, as directed

Education:

- Assist with education workshops

Concert setup and breakdown:

- Work with event crew to set up concert venue indoors and outdoors including:
 - Chair setup and breakdown
 - Stage setup and breakdown
 - Assist with piano moving, rolling, and setup
 - Assist AV crew with setup and breakdown
 - Venue cleanup and trash collection



Requirements

- Strong communication skills
- Ability to work well in a team
- Flexible in nature, especially under pressure
- Organized, with an ability to prioritize time-sensitive projects
- Enthusiastic, positive attitude
- Ability to problem-solve and take initiative
- Capable of lifting heavy objects and pushing a piano into position
- Must have own, reliable vehicle



Internship Details

The position begins mid-June and ends mid-September 2018. Work hours will vary significantly, but include events on the weekends and evenings and often involve long hours and the ability to be on one's feet for extended periods of time. The intern must be flexible and willing to pitch in and adapt to the needs of the art center. Interns work with a variety of Tippet Rise staff on real projects that not only assist with the art center's concert season, but also build resume and career opportunities. The ideal candidate is willing to jump right in, works well in a team environment, and knows how to problem-solve in a variety of situations. Interns will receive housing for the duration of the program and a paid stipend for the internship.

Reports to: Director of Outreach and Logistics

For more information, please visit <http://tippetrise.org/opportunities#internships>