



Santa Fe Chamber Music Festival

2025 Development and Special Events Intern

The Santa Fe Chamber Music Festival is now accepting applications for the Development and Special Events Intern Position. Successful candidates will be integral members of the Festival staff for its 52st Season in July and August, 2025.

The Santa Fe Chamber Music Festival is an internationally acclaimed six-week summer festival of over 40 chamber music concerts and youth concerts performed by world-class musicians. Under the leadership of Artistic Director Marc Neikrug, the Festival gathers artists from around the world to perform in Santa Fe. The esteemed artists for the 52nd Season will include Kirill Gerstein, Juho Pohjonen, Gilles Vonsattel, Orion Weiss, Colin Currie, Chad Hoopes, Paul Huang, Yura Lee, Eric Kim, Paul Watkins, Tara Helen O'Connor, David Shifrin, Carol McGonnell, Stefan Dohr, the Dover, Escher, JACK, Miami, and Calidore String Quartets, and others. **Visit our web site at www.santafechambermusic.com.**

The Development and Special Events intern position supports the Development Department in its varied projects, activities, and special events, and reports directly to the Director of Development. Responsibilities are varied and include working with the Development Team on the Festival's 52nd Season Gala, a two-day event, several donor stewardship and cultivation events, and the Festival's Closing Night Party; assisting the department with donor mailings and meeting preparation; maintaining donor files and other development materials; assisting with donor benefit fulfillment; and helping with social media as needed, along with other special projects.

A successful applicant will have good interpersonal skills and attention to detail; desire to learn more about development and special events planning; ability to remain composed in fast-paced situations; strong writing proof reading and spelling skills; knowledge of Microsoft Office applications; experience with relational databases (Tessitura) is strongly preferred.

Term of employment: June 2 (possibly earlier if available) – August 22, 2025. 40 hours/week (Monday through Friday from 9:00 am—5:00 pm, although hours will vary during weeks when special events are taking place in the evening or on the weekend). Stipend \$15.00 per hour; housing in Santa Fe is provided. Personal vehicle optional.

How to apply:

Please email cover letter, resume, and two letters of reference to lrubio@sfcmf.org

Please specify in the subject line DEVELOPMENT & SPECIAL EVENTS INTERN.

NO PHONE CALLS Thank you.

APPLICATION DEADLINE: January 31, 2025.