Title: Outreach Intern for Ad Astra Music Festival

Location: Russell, KS

Project Description: The Ad Astra Music Festival presents classical music concerts in the Russell area and is the only professional classical music institution in Northwest Kansas. The intern would be responsible for the development of media artifacts. Prior to concerts, the intern would develop media to be used for press releases, radio, television and social media. During the concerts, the intern would document the event through video and photos. After the event, video and photos would be edited, branded and distributed on social media platforms, print media, radio and television.

Application Deadline: Friday, January 31, 2020

Employment: May 26, 2020 to August 11, 2020 or as negotiated with K-State Research and Extension and the Ad Astra Music Festival

Responsibilities:
- Development of marketing strategies such as press releases, radio, television and social media posts for festival events.
- Capturing video and photo documentation of the performances.
- Editing, branding, and distributing media artifacts following the performances through social media, radio, television and press releases.
- Community service or volunteering with a community organization is highly encouraged. This would be outside of the scope of the designated project and working hours.
- Participate in any professional staff development that may be available.
- Complete other responsibilities assigned by the mentoring supervisor.

This position may require travel connected with official duties, including attendance at night and weekend meetings, participation in out-of-county events, access to a personal vehicle, and a driver’s license. The intern will be required to provide their own computer or laptop with necessary software.

Qualifications:
- Completion of at least six university semesters at any college or university.
- Students enrolled in communications, business marketing, technology or music are encouraged to apply.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media and social media.
- Self-motivation and ability to work with minimum supervision.
- Experience working with individuals, groups, and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Students from NW Kansas and/or a music background are preferred.
**SALARY AND BENEFITS**
$20.00 per hour. 40 hours per week. Maximum 400 hours

**HOUSING**
The Ad Astra Music Festival will secure and pay for the cost of housing (pet free).

**APPLICATION PROCEDURE**
Submit cover letter, resume, transcripts, and list of references as one document to: nsigle@ksu.edu.

For more information about the position, contact Alex Underwood, Ad Astra Music Festival, Artistic Director, 785-324-9155, adastramusicfestival@gmail.com or Nadine Sigle, Community Vitality Extension Specialist, 785-346-6256, nsigle@ksu.edu.

For more information about K-State Research and Extension, visit: www.ksre.k-state.edu

**APPROXIMATE TIMELINE**

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<th>Date</th>
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<tr>
<td>January 31, 2020</td>
<td>Application deadline</td>
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<tr>
<td>February 1 – February 28, 2020</td>
<td>Interviews conducted</td>
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<td>March, 2020</td>
<td>Offers made to applicants</td>
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<td>March – May, 2020</td>
<td>Visit to host communities</td>
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<td>May 26, 2020</td>
<td>Internship start date</td>
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**EQUAL EMPLOYMENT OPPORTUNITY:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

Nadine Sigle
Community Vitality Extension Specialist

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DANE G. HANSEN FOUNDATION

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Kansas State University Agricultural Experiment Station and Cooperative Extension Service