



Booking & Production Intern

Position Overview:

The *Booking & Production Intern* works directly with VERA's talent buying/production team to help book and produce shows in the VERA Gallery space and *VERA Presents @ The Fusion Cafe* events at the Downtown YMCA. The *Booking & Production Intern* will also have the opportunity to gain a wide variety of skills by taking VERA's Live Sound classes and collaborating with the talent buying team to learn the ins and outs of concert production.

This position's primary responsibility is to co-manage 2- 3 shows each month, both off-site at the Fusion Cafe and on-site in The Vera Project's Gallery space. These spaces are designed to offer access and opportunity to emerging artists, bolster the local DIY music scene, and offer hands-on production training to folx of all ages. As The Vera Project's *Booking & Production Intern*, you will get a well-rounded view of booking and managing events through a DIY lens in preparation for taking on leadership roles in the music industry.

Key responsibilities:

Booking and Production:

- Facilitating and co-managing all *VERA Presents @ The Fusion Cafe* events at the Downtown YMCA
 - Facilitating setup and running the small PA
 - Assisting in band outreach and booking
 - Coordinating artist setup and payment
 - Managing volunteers
- Assisting in the booking and production of events in The Vera Project's Gallery space for emerging artists.
 - Completing in-office administrative work, including sending daily ticket counts to agents, putting together show folders, and making ticket links for events.
 - Booking events in the VERA Gallery with local and touring acts.
- Collaborating with The Vera Project's "Veracity" (booking) committee to coordinate monthly member-driven benefit shows
 - Attending bi-weekly meetings and participating in the group's training, planning, booking, and production tasks.
 - Helping to find non-profits to benefit for Veracity showcases.



Community Outreach:

- Developing relationships and collaborating with the local music industry and DIY community at large.
 - Researching, conducting outreach, and suggesting new artists to book at The Vera Project and at *VERA Presents @ The Fusion Cafe*. This includes taking time to attend other DIY events to build advocacy for smaller VERA-led shows.
- Volunteering at VERA special events throughout the year, including:
 - Viva Vera Gala (annually in February)
 - Live from our Living Room (annually in December)
 - Ongoing *VERA On Your Block* off-site benefit shows
 - Other various events as able and needed

Required qualifications:

- Ability to work independently and collaboratively with large groups of volunteers
- Ability to use Google Docs & Sheets to develop professional letters and reports
- Ability to use and troubleshoot standard office equipment
- Knowledge of and passion for the local music scene.
- Commitment to equity and inclusion

Reports to: Programs Director and Production Coordinator

Hours: 15 hours / wk

Internship Duration: 1 year commitment

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people.

The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values. A detailed job description is attached below.

APPLICATION PROCESS: Please submit a cover letter and resume by **5:00PM on August 14th** to hiringcommittee@theveraproject.org with "Booking & Production Intern, YOUR FIRST/LAST NAME" in the subject line. Thank you for your interest in The Vera Project!