

The Rainbow Path Internship Positions

Administrative Director-The Administrative Director will assist Program Director and Program Coordinator in administrative duties including, marketing and distribution, email mailing lists, data entry for online courses, answering phone and email, typing, bookkeeping, photo copying and printing, meeting logistics, meeting minutes and maintaining and ordering of office equipment and supplies. Computer competence in Microsoft Word, Excel, Microsoft Office, Quick Books, and Web Mail.

Project Sales Director-Sales Director manages The Whirling Rainbow Store and handles all retail and wholesale orders for all drums, rattles, ceremonial art and all promotional products. Sales Director manages merchandise booths at craft fairs and all tour venues. The Sales Director manages inventory and ordering of all product supplies, packaging materials, booth displays and printing of all product promotional materials.

Ceremonial Artist and Assistant Sales Director-Ceremonial Artist will learn the traditional ceremonial art of drum making and assist the Sales Director and Senior Drum Maker in filling all retail and wholesale orders for all drums, rattles, ceremonial art and promotional products. Assistant will work merchandise booths at craft fairs and all tour venues. Ceremonial Artist will assist drum making workshops at the center and on tours.

2007-2008 "Ring of Fire" Tour Staff

Event Coordinator-Event Coordinator assists GrandMother Drum Project Director in handling all bookings to venues, correspondence by phone and email to venues, sending promotional packets, and works together to handle on-site logistical and financial arrangements with host sponsor. Event Coordinator works together with the Road Manager in the set up of all venues including registration, sales booth, and set up

of concert or workshop space. Event Coordinator works with host sponsor on potential follow up workshops or gatherings. Excellent human relations skills, marketing and phone sales experience and a strong ability to handle multiple tasks.

Tour Road Manager-The Road Manager will be the driver for the staff vehicle for the upcoming GrandMother Drum Project's East Coast Tour scheduled for September - December 2006 and the US Tour January - May 2007. The staff vehicle will transport staff and haul the GrandMother Drum trailer. Road Manager will be responsible for overall vehicle maintenance, fueling, keeping mileage logs, organizing site to site scheduling and drive times. Road Manager will handle the organizing, packing, loading and maintenance of all tour equipment including the GrandMother Drum, packing crate and trailer. Onsite managing includes set up of GrandMother Drum, set up of concert or workshop space (chairs, tables etc) setting up all stage equipment and being the sound technician. Skills needed included technical sound engineering, basic vehicle maintenance skills, the ability to think ahead, think on your feet and use your hands and heart. This job involves physical lifting.

Tour Cook / Massage Therapist-Intern will be the tour cook, providing whole organic meals for the tour staff. Intern will also be the staff massage therapist keeping the staff fat and happy! Intern will assist Road Manager and Event Coordinator where needed. A great attitude, good hands and a warm heart a must!