

Event Production Internship – 93rd Annual Craftsmen’s Fair

Eligibility: ideal candidate is a recent HS graduate, college undergraduate or graduate student

Location: Concord NH (League HQ) and Newbury NH (Fair venue)

Duration: May - August, 2026 | Part-time/Full-time - varied commitment over date range

Compensation: Stipend based on experience and availability

About the Festival:

The League of NH Craftsmen’s Annual Craftsmen’s Fair is a premier celebration of visual arts and fine craft, featuring exhibitions, artist booths, live demonstrations, and curated exhibitions from local and regional makers. The festival transforms the Mount Sunapee Resort into a dynamic showcase of creativity, craftsmanship, and community engagement.

Position Summary:

We are seeking enthusiastic and detail-oriented interns to support the production of our fine arts and craft festival. As a Production Intern, you’ll work behind the scenes to help coordinate logistics, assist artists and exhibitors, and contribute to the smooth execution of exhibitions, marketplace installations, and art displays.

Key Responsibilities:

- Assist with pre-event planning, including artist communications, vendor coordination, and setup logistics
- Support the installation and breakdown of artist booths, exhibition displays, and signage
- Provide on-site assistance to exhibiting artists and craftspeople
- Help manage load-in/load-out processes, materials inventory, and technical needs
- Act as a liaison between production staff, artists, and the public during the festival
- Perform general administrative tasks and support production staff as needed

Requirements:

- Interest in visual arts, fine craft, event planning, or arts administration
- Excellent organizational, communication, and problem-solving skills
- Ability to multitask and stay calm in a fast-paced, public-facing environment
- Availability during key fair dates, including some evenings and weekends

- Experience with gallery setup, art handling, or events is a plus (but not required)

What You'll Gain:

- Firsthand experience producing a large-scale arts and craft event
- Insight into curatorial and logistical aspects of visual art presentation
- Opportunities to connect with artists, curators, and arts professionals
- A behind-the-scenes view of how a professional art festival operates

To Apply:

Please send your resume, a brief statement of interest, and your availability to Sarah Nyhan (snyhan@nhcrafts.org) and complete the application available on the League's website (nhcrafts.org/annual-craftsmens-fair-internship-program/).