

Music@Menlo

CHAMBER MUSIC FESTIVAL AND INSTITUTE • DAVID FINCKEL & WU HAN, ARTISTIC DIRECTORS

Student Liaison Intern (2 positions)

Location: Atherton/Menlo Park, California

MUSIC@MENLO, the San Francisco Peninsula's premier chamber music festival, brings some of the world's leading musicians, students, and scholars to the San Francisco Bay Area each summer for three weeks of public concerts, lectures, and workshops. Concurrent with the festival is Music@Menlo's Chamber Music Institute, which offers two distinct programs for serious music students and preprofessional musicians ages 9 to 29.

Music@Menlo's internship program is ideally suited for motivated individuals who are eager to learn about the field of arts management and related work areas in a professional setting. An internship with Music@Menlo offers invaluable training and mentorship towards a professional career in arts management or nonprofit administration. Through on-the-job training and hands-on experience, interns will build practical experience and develop professional skills to take them into the next stage of their career development. To learn more, please visit www.musicatmenlo.org.

Description

Music@Menlo is seeking mature, reliable Student Liaison Interns for its 2017 Chamber Music Institute (CMI). Through project-based, hands-on work, interns will have the opportunity to learn more about what goes on behind the scenes at an international arts organization and to gain valuable, practical skills in coordinating operations and logistics of an intensive music program for talented youth (for both day program and overnight students). Student Liaisons work closely with the General Manager & Education Programs Director and will perform the following activities:

Responsibilities

Pre-festival:

- Assist with program planning and implementation
- Create and distribute enrollment packets and orientation materials
- Serve as primary point of contact for Institute participants and their families
- Plan onsite leisure activities for participants such as games, birthdays, sports activities, etc.
- Plan and lead orientation sessions for participants and their families
- Coordinate and manage sheet music library
- Depending on driving qualifications, greet participants at airport as needed

During the festival:

Assist with day-to-day operations of the Institute's two programs, including:

- Assist teaching staff with morning roll call and announcements
- Coordinate room assignments (e.g., practice rooms, teaching rooms)
- Schedule room monitor volunteers and communicate schedule information timely and accurately
- Assist with the creation and distribution of daily coaching schedule
- Promote and ensure a safe and healthy environment for program participants
- Assist with special events and performances, including young performers concerts and dress rehearsals, post-concert receptions and run out performances

Other duties may be assigned to ensure the overall comfort and success of Institute participants.

Qualifications

The ideal candidates will have strong writing, analytical, organizational and interpersonal skills; advanced skills with computers and technology; and impeccable attention to detail. Through this internship, interns have the opportunity to further develop these job skills as well as learn new skills. Interns must have positive energy and a willingness to pitch in and be a team player wherever needed. The position requires flexibility and the ability to thrive in a fast-paced environment. Interns must be open to receiving feedback and guidance throughout the course of their internship. An interest in classical music or the performing arts as well as the ability to read sheet music is helpful, but not required.

In addition, the following qualifications are required to ensure a meaningful, well-rounded experience for the intern:

- Sound judgment, tact, diplomacy and a solid sense of the skills and discretion needed to work with students and their families
- Ability to remain calm and pleasant in a fast-paced environment, as well as make good decisions quickly
- Candidate must be available and willing to work full-time, including Saturdays

Preferred

- Experience working with youth in a summer camp or day program setting, or experience at the college level as a residential life adviser or student peer adviser/counselor

Dates, Compensation, Work Hours, Misc. Info

Internship dates are June 12 through August 9, 2017. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$10.50 per hour. Work hours through July 7 will be approximately 9:00 a.m. to 5:30 p.m., Monday through Friday allowing for a one half-hour lunch. Beginning July 8, the work schedule will change to include various forty-hour work week shifts, which may begin mid-week and include Saturday and Sunday hours plus paid overtime. All interns are required to complete a successful background check as required by California State law. Successful candidates will be responsible for securing his/her own housing and transportation arrangements in the Atherton/Menlo Park/Palo Alto area.

In addition, interns will receive the following:

- On-the-job training and hands-on experience working with the organization's staff in a professional, supportive environment
- A broad perspective on the many components that form an internationally renowned classical music festival
- Free tickets to select performances, subject to availability and schedule demands
- For positions beginning prior to July 1, a seminar series led by staff and guest speakers focusing on topics related to nonprofit administration, such as marketing, fund-raising, financial management, and strategic planning
- Career development assistance
- College credit, work study, independent study, and/or cooperative learning programs may be available through your college or university. Participants may arrange for academic credit through their school, but it is certainly not a requirement.

To Apply

Complete the application form at www.musicatmenlo.org and send with supporting materials to the address stated on the application. Applications will be reviewed as they arrive, so early applications are encouraged. Preferred deadline: March 1, 2017, however, applications will be considered until positions are filled.