

# METROPOLIS

P E R F O R M I N G   A R T S   C E N T R E

Summer 2009

Position Title: Music Education Administration Intern  
Department: Music School, Metropolis Youth Symphony  
Reports To: Music School Manager, MYS Conductor

General Description: Music School Administration internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Music School Manager in the direction of the faculty, educational programming, and overall smooth functionality of the music school. Assists the Metropolis Youth Symphony director/conductor in operation of the youth symphony.

Qualifications: Seeking degree in Music Management, Music Business or Music Education; knowledge of business concepts and skills; competent conducting experience required, exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; proficient with Microsoft Office; knowledge and love of music.

#### Description of Duties/Responsibilities:

- Assists in management of private lesson schedules and communication
- Monitors private studio inventories and equipment maintenance
- Clerical duties as necessary
- Organizes and maintains sheet music library
- Facilitates student communication
- Organizes and maintains rehearsal schedule
- Rehearsal conducting opportunities as available
- Assists in communication between MYS and SOPA
- Lends administrative and organizational support to prepare SOPA classes

#### Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff.
- Work successfully as a team player with the other members of the Metropolis staff.
- Effectively manage his/her time.
- Show a willingness to learn from and contribute to every situation.
- Display a positive attitude in the workplace.
- Utilize his/her own personal strengths for the betterment of Metropolis.

As a result of this internship, the intern will be able to:

- Gain the knowledge and skills necessary to pursue a degree or career in a field related to music administration or ensemble management/performance.
- Capitalize on newly developed strengths acquired from the internship experience.

**Please fax or email your resume. No phone calls please.**