

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: Metropolis Youth Symphony Intern
Department: Education Department, Metropolis Youth Symphony
Reports To: Laurie Mitchell, Director of Special Events and Volunteer Coordinator
Javier Mendoza, MYS Conductor/Intern Mentor

General Description: Music Management internship position with a \$2.7 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Metropolis Youth Symphony director/conductor in operation of the youth symphony.

Qualifications: Seeking degree in Music Management or Music Education: Conducting; knowledge of business concepts and skills; 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:

- Organizes and maintains sheet music
- Organizes and maintains student communication
- Organizes and maintains rehearsal schedule
- Assists in periodic rehearsal conducting
- Assists in communication between MYS and SOPA
- Lends administrative and organizational support to prepare classes in the Music School of SOPA

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 management/ performance.
- Capitalize on newly developed strengths acquired from the internship experience.

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