

*Job Description*

**ACADEMIC SERVICES INTERNSHIP**

*(9 Weeks, June 9–August 10)*

The preferred candidate for the Academic Services Internship has an interest in learning about and supporting diverse operations and production efforts associated with BUTI academic programming. The successful candidate embraces flexibility and change, as the scope of work and assigned tasks will be dictated by the day-to-day, changing needs of the organization. Familiarity with classical music and an interest in arts administration is a plus.

This role supports several areas, including, but not limited to:

- Office support—including answering phones and emails, greeting visitors, sorting, copying, and proofreading materials;
- Scheduling support—updating, proofing, and posting student schedules;
- On-campus communications support—creating and updating digital and print signage;
- Marketing support—social media content creation and special projects;
- Production support—prepping academic spaces, liaising with production staff and faculty;
- Other responsibilities as assigned.

Experience in the following is a plus, but is not required:

- Smart phone photo/video;
- Love of social media;
- Familiarity with Photoshop.

Compensation includes stipend, housing, all meals, and a Tanglewood Lawn Pass for the summer.

**Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.**