

Job Description

YOUNG ARTISTS VOCAL PROGRAM COORDINATOR INTERNSHIP

(7 Weeks, June 23–August 10)

The Young Artists Vocal Program (YAVP) is a six-week program for high school students with a curriculum that is modeled after that of an undergraduate voice degree program. The YAVP Coordinator Intern supports the initiatives set forth by the YAVP Director and Manager and assists with administration and management of YAVP.

The successful candidate for the YAVP Coordinator Internship is a current music student, has an interest in classical music and/or arts administration, or wants to gain knowledge and experience in a summer music training program/festival environment. Preference is given to current Boston University students and/or recent alumni of the BUTI YAVP.

Responsibilities include, but are not limited to:

- Assist with student orientation
- Proof and post schedules as assigned and maintain YAVP posting board
- Make student announcements
- Photocopy, assemble, track, and distribute music, including chorus music
- Assist with program production and scheduling
- Chaperone students as assigned
- Proctor auditions and other special events as assigned
- Serve as stage manager for opera scenes dress rehearsals and performances
- Assist with setup of rehearsal and instruction spaces, including daily chorus rehearsals
- Other responsibilities and special projects as assigned

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. A cover letter outlining your interest and qualifications along with a work resume are required.