

Job Description

ACADEMIC SERVICES INTERNSHIP

(9 Weeks, June 16–August 21, 2024)

Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world’s great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.

Responsibilities

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

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