

*Job Description*

## **PRIVATE LESSONS COORDINATOR**

*(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 this position would be exceptionally detail-oriented and have strong communication skills (verbal and written). Must be able to work with little supervision and be able to self-manage.

- Oversee the scheduling of all private lessons with BUTI faculty, BSO members, and TMC/BUTI guest artists for the Young Artists Orchestra and Young Artists Wind Ensemble (approximately 200 students), taking into account BUTI concerts and recitals, BSO concerts, master classes, and other related activities, including programmatic lessons
- Coordinate scheduling needs of BUTI faculty and guest teachers, including BSO members, BSO guest artists, and faculty at the Tanglewood Music Center
- Coordinate lesson scheduling needs based on facility availability, including off-campus facilities
- Coordinate transportation to/from lessons with the Transportation Manager
- Communicate schedule to students and faculty
- Meet scheduling deadlines
- Ensure adherence to Boston University Protection of Minors protocol, specific to the private lessons program
- Work student registration days, as assigned
- Assist with other tasks as assigned

Compensation includes contracted salary, housing, weekday lunch, 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.**

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