Job Description

Private Lessons Coordinator
(8 Weeks, June–August)

- 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
- 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
- Have finished schedule prepared by the week’s end for the following week
- Serve as assistant to the Program Manager
- Take meeting notes at production meetings
- Assist with other tasks as assigned (instrument repairs and facilities coordination, etc.)

This position reports to the Program Manager of BUTI. The preferred candidate for this position would have computer knowledge, including Microsoft Office/Excel, strong communication skills (verbal and written), and be detail-oriented. Applicant must be able to deal with a variety of strong personalities. Must be able to work with little supervision and be able to self-manage.

Compensation includes contracted salary, housing, meals, and a Tanglewood Lawn Pass for the summer.

To apply, please send a cover letter outlining your interest and qualifications along with a work resume to Jonathan Cole, Program Manager at jcole1@bu.edu, or you may drop off a hard copy of your materials in room 211 of the Boston University College of Fine Arts at 855 Commonwealth Ave., Boston, MA 02215.