

*Job Description*

**ARTIST LIAISON INTERNSHIP**

*(9 Weeks, June 14–August 15)*

*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.*

*Students are housed in five dormitory-style residences including a turn-of-the-century mansion on a sixty-four acre campus within walking distance of Tanglewood, the summer home of the Boston Symphony Orchestra in Lenox, Massachusetts (130 miles west of Boston). The residences house up to 260 students and approximately 30 staff members. Other facilities include classrooms, practice sheds, a dining hall, recreational facilities, and a performance theater.*

**Responsibilities**

The Artist Liaison Internship has a critical role in gathering, organizing, and communicating BUTI guest logistics for travel, lodging, itineraries, and aspects of production. The Liaison works closely with the staff and program directors to ensure that all parties have a clear understanding of the logistics and details of the visit. The successful candidate thrives in a fast-paced environment and embraces flexibility and change as the scope of work and assigned tasks will be dictated by the day-to-day, changing needs of the program. Familiarity with classical music and an interest in arts administration are a plus.

Responsibilities include, but are not limited to:

- Serve as the logistical point of contact for all artists and guests visiting BUTI campus;
- Implementation of artist and guest itineraries as written and communicated by the Senior Administration and Program Directors;
- Provide ground transportation assistance for guests to and from campus, rehearsals, and events;
- Participate in weekly production meetings;
- Communicate with Scheduling and Academic Services Coordinator regarding all changes to artist and guest schedules;
- Manage all guest materials including lawn and parking passes, W9 and payment paperwork, campus information and itineraries, etc.;
- Work closely with the Assistant Manager of Operations regarding accommodations for all artists and guests;
- Other responsibilities, as assigned.

The ideal candidate has the following qualifications:

- Personal vehicle and valid driver's license (required);
- Excellent written and verbal communication skills;
- Excellent customer service and friendly overall demeanor;
- Critical thinking and problem-solving skills.

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.**