

Job Description

YOUNG ARTISTS VOCAL PROGRAM COORDINATOR INTERNSHIP

(7 Weeks, June 25–August 14, 2023)

**This position requires training prior on-campus arrival*

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.

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.

alike are treated equally during their employment and/or matriculation. Inquiries regarding the application of this policy should be addressed to the Assistant Vice President for Human Resources, Office of Equal Opportunity, 25 Buick Street, Boston, MA 02215, 617.353.4477.