

*Job Description*

## ***Young Artists Vocal Program Manager***

*(7 Weeks, June 25–August 14, 2023)*

*\*This position requires training prior to 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.*

### Responsibilities

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 Manager is the staff lead for YAVP and reports to the YAVP Director. The YAVP Manager is responsible for overseeing all administrative operations of the YAVP, assisting and collaborating with the director in areas as assigned, and supervising the YAVP Coordinator Intern.

The successful candidate has a strong commitment to organization and detail, has a high degree of flexibility and patience, is self-directed, and works well with a variety of people with diverse personalities and backgrounds. Night, weekend, and pre-season work is required; this is not a typical “nine to five” job. A completed degree in classical singing and/or teaching or strong background in vocal pedagogy/performance is preferred.

- Be reachable and collaborative pre-season with assigned tasks
- Oversee and execute all administrative needs of YAVP
- Manage student orientation
- Organize and assist YAVP Director with faculty meetings
- Oversee all YAVP scheduling and production initiatives, including interfacing with stage crew and transportation
- Serve as liaison to Student Life/Residential Life for all YAVP related activities
- Attend weekly production meetings
- Create YAVP schedule
- Coordinate all YAVP needs requiring Student Health Services
- Coordinate production of YAVP programs with Publications Coordinator and YAVP Coordinator Intern
- Oversee all music and material reproduction and dissemination
- Represent YAVP in Groton Hall Office
- Collect and assemble grades
- Chaperone students when needed
- Other responsibilities 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.**