

Job title	<i>Ensemble Management Intern</i>
Reports to	<i>Ensemble Program Manager</i>

Job purpose

Ensemble Management Interns work directly with Ensemble Office staff in management aspects of large ensemble operations. Interns are responsible for the overall day-to-day management of their assigned ensembles, serving as liaison to ensemble musicians as well as to conductors.

This 16 week, per-semester position, requiring 10-15 hours each week, is ideal for the senior undergraduate, or graduate student who aspires to work in the field of arts management. Some evening and weekend hours are to be expected.

Duties and responsibilities

Rehearsal and concert administrative duties include, but are not limited to:

Managing and reporting on all large ensemble rehearsals and concerts, assisting with auditions and special projects as assigned, assisting in part preparation and distribution of performance materials, and working/communicating effectively with faculty, students, Peabody production staff, and world-renowned guest artists to ensure a high quality experience for performers and audience members alike.

Qualifications

Candidate must be a full-time student at Peabody either in a final year of undergraduate degree, or incoming or continuing graduate student.

Knowledge of orchestral music, opera, jazz, choral music, and/or wind ensemble, great attention to detail, excellent organization, written and verbal communication skills, and some software experience (Microsoft products, Google Suite, etc.) are essential. Candidate should have experience in independent work and be self-motivated; a sense of humor is a must.

Compensation

\$11/hr

Application Procedure

Please send a cover letter and resume (with references) to mima@peabody.jhu.edu.