

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

### **Job purpose**

Ensemble Management Interns work directly with Ensemble Office staff in production 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 conductors.

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

### **Duties and responsibilities**

Rehearsal, concert, administrative, and ensemble librarian 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 an incoming or continuing, full-time, graduate student at Peabody.

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](mailto:mima@peabody.jhu.edu).

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>