



# ORCHESTRA PROJECT

## VCU / Richmond Symphony Orchestra Project Summer Internships

### Interns Wanted for credit or non-credit

#### Dates/Hours:

Interns must be available at least 2 days prior to the first day of camp to help facility setup. In addition, interns are asked to log at least 3 hours at the Symphony office the month leading up to camp to assist with administrative tasks for the camp. During the week of camp intern hours will be 8:30am to 5pm.

**June 21- 27, 2015 - STRINGS OR MUSIC EDUCATION MAJORS PREFERRED**

#### Position Overview

Internships with the *Orchestra Project* are a great way for dedicated, serious music students to gain valuable experience in assisting to run a music camp. Interns are responsible for the day to day organization of the camp and work closely with students, faculty, and camp directors. Interns are free to observe and help out musically to make the experience a rich one in all ways. This is a great work experience for anyone considering education as a major or teaching as a performance major. Interns benefit from recommendation letters from camp directors and forming relationships with teachers and players in the Richmond community.

#### Duties include, but not limited too:

- Assist with camp orientation, check-in and placement auditions
- Manage students daily schedules
- Maintain accurate attendance records for all campers each day
- Orchestra management duties including: collect sectional coach lessons from conductors each day; copy (if necessary) and distribute music for orchestra; make sure orchestra is setup properly each day; provide support for conductor(s) as needed
- Support elective teachers with room setup/tear down
- Oversee carpool and/or recreation activities (as assigned)
- Supervise lunch hour in dining hall and/or courtyard
- Help out musically as qualified
- Communicate any student issues with camp directors
- Ensure the well being of campers

#### Qualifications

- Interest in music administration and/or education
- Ability to operate computer terminal and basic office machines
- Ability to communicate effectively.
- Demonstrates professional behavior in dress, language, punctuality and work ethic.
- Ability to handle confidential conversation, correspondence and records.
- Strong interpersonal skills; the ability to relate to a diverse group of people including staff, students and parents.

To learn more about *Orchestra Project* visit [www.orchestraprojectrva.com](http://www.orchestraprojectrva.com)

If interested, please send resume and cover letter to [orchestraprojectrva@gmail.com](mailto:orchestraprojectrva@gmail.com)

