



Music/Arts Administration Internship

Supervisor: Christopher Schroeder, Executive Director

Commitment: One Semester, 10 hours per week, Fall, Spring, or Summer

Compensation: This is an unpaid internship position. Academic credit is required.

Mission: The mission of Josiah Quincy Orchestra Program (JQOP) is to ensure the long-term musical and social success of all students, and to positively impact them, their families, and the community through quality education and performance.

Organization: Founded in 2011, JQOP is a 501(c)3 youth development program that uses an intensive and unique ensemble-based music curriculum to help children develop necessary executive function skills and character strengths to succeed at school and in life. Students in kindergarten through seventh grade attend orchestra rehearsals, general music classes, and group lessons every weekday before school. JQOP is inspired by El Sistema, the Venezuelan program that uses intensive, joyful, and ensemble-based music instruction as a vehicle for social change. For more information, visit our website at www.jqop.org.

Internship Description: The Music/Arts Administration Intern will assist the Executive Director and Program Manager with day-to-day operations and learn about the various components of managing a school-based El Sistema program, including but not limited to faculty observation, curriculum development, program to parent communication, and program to school relations.

Responsibilities

- Attend regular check-in meetings/trainings with the Program Manager
- Support with daily operations during the JQOP morning orchestra program (Monday through Friday, 7:30-9:30am)
- Provide support for producing, planning, and executing student concerts and performances
- Work on organizational projects/social media that support program development and outreach
- Work with the Program Manager to implement program curriculum, based on observations of students and faculty in the classroom
- Work with Instrument Coordinator on minor instrument repairs and/or organization
- Support orchestra directors/teaching artists as needed with administrative tasks
- Some extra daytime (outside of program time), evening and weekend hours may be required for special events only

Qualifications

- Current undergraduate or graduate student
- Commitment to El Sistema's philosophy of social change through music instruction
- Experience with administrative duties and fluency in Office Suite and Google Drive
- Ability to work well independently or as part of a team and meet various deadlines on time
- Strong organizational, interpersonal and communication skills, punctuality, and responsibility
- All majors welcome, string pedagogy training a plus.

If interested, send a brief cover letter and résumé to Christopher Schroeder at cschroeder@jqorchestra.org