



### **Arts Administration Collegiate Internship**

**Supervisor:** Christopher Schroeder, Executive Director

**Commitment:** One Semester, 3-8 hours per week, Fall, Spring, or Summer

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

**Mission:** The mission of Boston Music Project is to Ensure the long-term social-emotional and musical success of youth through quality music education and performance.

**Organization:** Celebrating 10 years of youth music education, the Boston Music Project (BMP) is a creative youth development program committed to ensuring the long-term social and musical success of our cities' less advantaged urban youth by nurturing individual expression, celebrating unique cultures, and developing life skills through quality education and performance. BMP is inspired by El Sistema, the Venezuelan program that uses music education as a vehicle for social change. BMP serves 200+ students in kindergarten through 12th grade through partnerships with Boston Public Schools. All students are welcome to participate, regardless of musical ability. For more information, visit [www.bostonmusicproject.org](http://www.bostonmusicproject.org).

**Internship Description:** Arts Administration Interns will gain hands-on experience in leading a growing non-profit with a focus on musical excellence and creative youth development. Interns will assist the Executive Director and Program Manager with day-to-day operations virtually and learn about the various components of managing a school-based arts non-profit, including but not limited to curriculum development, faculty observation, marketing/communication, fundraising, donor relations, and grant writing.

### **Responsibilities**

- Support with daily operations during the BMP morning music program (Tuesday through Thursday, 8:00-10:00am. \*Days/times subject to change based on COVID-19 school re-opening
- Manage communication, marketing, and fundraising projects
- Draft copy for social media posts that support program storytelling and outreach
- Work with the Program Manager to implement program curriculum, based on observations of students and faculty in the classroom
- Assist Executive Director and Grant Writer with student impact data collection
- Attend regular check-in meetings/trainings with the Executive Director and Program Manager
- Support Ensemble Directors/Teaching Artists as needed with administrative tasks
- Provide support for producing, planning, and executing student concerts and performances
- Some extra daytime evening and weekend hours may be required for special events only

### **Qualifications**

- Current undergraduate or graduate student
- Strong interpersonal, professional, and communication skills
- Passion for teaching and willingness to go above-and-beyond to ensure success for all students
- Knowledge of the El Sistema philosophy of social change through music and Social-Emotional Learning
- Fluency with all Google Suite Applications (Docs, Sheets, Forms, primarily)
- 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.

*All interested candidates, please submit a resume and cover letter to Christopher Schroeder, Executive Director, at [cschroeder@bostonmusicproject.org](mailto:cschroeder@bostonmusicproject.org). It is the policy of Boston Music Project to provide all persons with equal employment opportunities without regard to race, color, religion, sex, marital status, country of origin, disability, or age.*