

Student Liaison Intern (2 positions)
Reports to Director of Artistic Administration

Music@Menlo is seeking two Student Liaison Interns for its 2024 Chamber Music Institute, a summer program for approximately forty young musicians who come to Music@Menlo from around the world. Through project-based, hands-on work, interns will have the opportunity to learn more about what goes on behind the scenes at an international arts organization and to gain valuable, practical skills in coordinating the day-to-day operations of an intensive summer camp for talented young musicians ages ten to thirty (for both day program and overnight students). Student Liaison Interns work closely with the Director of Artistic Administration as well as artist-faculty.

Responsibilities

Pre-festival:

- Assist with program planning and implementation
- Create and distribute welcome packets and orientation materials
- Serve as primary point of contact for Institute participants and their families
- Plan onsite leisure activities for participants such as games, birthdays, sports activities, etc.
- Plan and lead orientation sessions for participants and their families
- Coordinate and manage sheet music library
- Depending on driving qualifications, greet participants at airport as needed

During the festival:

- Assist teaching staff with morning roll call and announcements
- Coordinate room assignments (e.g., practice rooms, teaching rooms)
- Schedule room monitor volunteers and communicate with volunteers
- Assist with the creation and distribution of daily coaching schedule
- Promote and ensure a safe and healthy environment for program participants
- Assist with special events and performances, including young performers concerts and dress rehearsals, post-concert receptions, and runout performances

Other duties may be assigned to ensure the overall comfort and success of Institute participants.

Qualifications

The ideal candidates will have strong writing, analytical, organizational, and interpersonal skills; advanced skills with computers and technology; and impeccable attention to detail. Through this internship, interns have the opportunity to further develop these job skills as well as learn new skills. Interns must have positive energy and a willingness to pitch in and be a team player wherever needed. The position requires flexibility, stamina, and the ability to thrive in a fast-paced environment. Interns must be open to receiving feedback and guidance throughout the course of their internship. An interest in classical music or the performing arts as well as the ability to read sheet music is helpful, but not required.

In addition, the following qualifications are required to ensure a meaningful, well-rounded experience for the intern:

- Sound judgment, tact, diplomacy, and a solid sense of the skills and discretion needed to work with students and their families
- Ability to remain calm and pleasant in a fast-paced environment, as well as make good decisions quickly
- Interns must be available and willing to work full-time, including weekends

Preferred

- Experience working with youth in a summer camp or day program setting, or experience at the college level as a residential life adviser or student peer adviser/counselor

Dates, Compensation, Work Hours, Misc. Info

Internship dates are June 17 through August 13, 2024. This is a full-time, seasonal, non-exempt position. Hourly compensation is at the rate of \$16.00 per hour. Work hours through July 5 will be approximately 9:00 a.m. to 4:30 p.m., Monday through Friday allowing for a one half-hour lunch. Beginning July 8, the work schedule will change to include various forty-hour work week shifts, which may begin mid-week and may include Saturday and Sunday hours plus paid overtime. All interns are required to complete a successful background check. Minors will be required to secure a State of California minor work permit before commencement of and as a requirement for employment.

Our full-time interns are eligible to participate in our generous benefits package for the duration of their assignment, starting in the month following date-of hire, including comprehensive group insurance plans, retirement plan with exceptional employer contributions, and lunch on site during the festival.

Interns will be responsible for securing their own housing and transportation arrangements. Housing is available at Menlo College, a short five-minute walk from the Music@Menlo office. Interns will coordinate directly with Menlo College if choosing to reside there.

In addition, interns will have access to the following:

- On-the-job training and hands-on experience working with the organization's staff in a professional, supportive environment
- A broad perspective on the many components that form an internationally renowned classical music festival
- Free tickets to select performances, subject to availability and schedule demands
- For positions beginning prior to July 8, a seminar series led by staff and guest speakers focusing on topics related to nonprofit management, such as nonprofit finance, strategic planning, fundraising, and arts marketing
- Career development assistance
- College credit, work study, independent study, and/or cooperative learning programs may be available through your college or university. Participants may arrange for academic credit through their school, if desired.

Health and Safety Guidelines

All interns are required to complete a full-course of COVID 19 vaccination(s) at least fourteen days prior to contract start date and show proof of vaccination before being allowed on the Menlo School campus. All interns are required to follow and adhere to all COVID-19 procedures and standard guidelines mandated by the State of California and San Mateo County, and can change from time to time without notice.

To Apply

Complete the application form at www.musicatmenlo.org/about/internships and send with cover letter and résumé and upload cover letter and résumé using the links on the application form.

Preferred deadline: February 15, 2024, or until positions are filled. Interviews to be scheduled for late February.

About Music@Menlo

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global chamber music community.

About the Arts Management Internship Program

Music@Menlo's internship program is ideally suited for motivated individuals who are eager to learn about the field of arts management and related work areas in a professional setting. An internship with Music@Menlo offers invaluable training and mentorship towards a professional career in arts management or nonprofit administration. Through on-the-job training and hands-on experience, interns gain practical experience and develop professional skills to take them into the next stage of their career development.