

L O S A N G E L E S

MASTER CHORALE

Internship Proposal: Project and Supervisor Information

Job Title: Big Sing Intern

Category: Marketing

Internship 10-week project:

Describe the intern's primary project during the 10 weeks of the internship, detailing specific duties and responsibilities. This should function as the primary job description for the position. (3,000 characters)

The Big Sing Intern will assist the Los Angeles Master Chorale in producing a state-wide communal singing event in July 2018. Tapping into a cultural phenomenon, the Master Chorale launched this major initiative in Summer 2017 with Big Sing LA in Grand Park, where 1,500 participants came together for a joyful celebration of singing curated by Swan Family Artist-in-Residence Eric Whitacre and led by an all-star cast of conductors—Grant Gershon, Eric Whitacre, Rollo Dilworth, Moira Smiley, and Francisco Nuñez. The event attracted a broad range of music enthusiasts from communities representing the full demographic spectrum of our region.

As the culmination of its 2017/18 season, the Master Chorale will expand this exciting concept this coming summer to present Big Sing California, engaging a broad cross-section of groups from all over the world in learning and performing the same pieces of music. On the day of the performance, the simul-sing concert will be live-streamed from Walt Disney Concert Hall, where local community members will raise their voices along with dozens of choirs in venues across the state, allowing for global participation.

Working with the Master Chorale Director of Marketing and Audience Engagement Coordinator, the Big Sing Intern will play an important role in the success of this extraordinary musical event, with the following core responsibilities:

- Support all planning and preparation for Big Sing California through regular communications, both written and verbal, with community participants and group leaders
- Fulfill sheet music requests, distributing selections to community members
- Assist staff in preparing and delivering Big Sing rehearsals
- Serve as a point person at Disney Hall on the day of the event, assisting program directors wherever needed.
- Coordinate with Development department to fulfill reporting requirements to Big Sing funders.

Internship Additional 10-week Duties and Activities:

Describe the day-to-day tasks/activities you anticipate the intern will participate in beyond the 10-week project. (2,000 characters)

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The Big Sing Intern will attend weekly staff meetings to be part of the larger conversation about happenings at the Los Angeles Master Chorale, gaining insight into the institutional goals and objectives of each department. He/she will also be included in various meetings pertaining to Big Sing California, particularly those focused on event planning/coordination and marketing strategies. Additional tasks may include website development, data entry, and other basic administrative support that advances the project.

Internship Learning Objectives (please list up to five): What will the student learn as a result of the experience? (1,000 characters)

At the end of the 10 weeks, the Big Sing Intern will come away with the following:

- Real-time experience in Marketing for a leading Los Angeles-area cultural non-profit organization through direct interaction and engagement with Master Chorale staff and Big Sing participants.
- A behind-the-scenes understanding of the details of producing a large-scale special event, through support of the development and implementation of Big Sing California.
- Working knowledge of various communications strategies for reaching the public, utilizing both interpersonal skills and digital media.
- Exposure to career opportunities in the arts and an important first step toward professional work in the field.

Internship Skills, Knowledge and Other Requirements: If any specialized skill, knowledge or other requirements are expected of the prospective intern applicants for this position, please list them here. This information will be posted on the Arts Commission website with the position description. (1,000 characters)

In addition to having excellent written and verbal communications skills, the Los Angeles Master Chorale is seeking an intern who is proactive, organized and detail oriented. Strong computer skills are required, particularly knowledge of Microsoft Office (Outlook, Word, and Excel); familiarity with social media platforms is appreciated. A demonstrated interest in the performing arts is preferred but not required. The Master Chorale hopes to engage a strong candidate with an up-beat demeanor and positive customer service experience, as this position interacts frequently with the public.

Brief Position Description: 2-3 sentences that will help students decide whether to apply to your organization. This will be posted on the Arts Commission's website alongside information on how to apply. (1,000 characters)

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The Big Sing Intern will assist the Los Angeles Master Chorale in producing a state-wide communal singing event in July 2018. As the culmination of its 2017/18 season, Big Sing California is led by Swan Family Artist-in-Residence Eric Whitacre and will engage a broad cross-section of groups in learning and performing the same pieces of music. On the day of the performance, some participants will attend and sing at Walt Disney Concert Hall while others will watch and sing along via live-stream, allowing for world-wide participation.

How to Apply to Internship: Provide a brief description of how a student should apply to the Internship. This information will be posted on the Arts Commission's website with the position description.

Please attach a cover letter and résumé to the form at <http://lamasterchorale.org/auditions-jobs.php> as .pdfs. Please name your files as "First Name Last Name – Community Engagement Intern – Resume" or "First Name Last Name – Community Engagement Intern – Cover Letter." The application will remain open until a candidate is selected, no later than May 11, 2018.

Any questions about the application process or the internship can be directed to Adrien Redford, Audience Engagement Coordinator, at aredford@lamasterchorale.org.

Thank you and good luck!

Internship Workspace Description: Describe the proposed workspace for the intern. (1,500 characters)

The Los Angeles Master Chorale is located at The Music Center, one of the largest and most highly regarded performing arts centers in the country. Interns are provided with a workstation in the Master Chorale administrative offices, a collaborative work environment inclusive of staff members from various departments. Each workspace is equipped with a computer and phone. Interns are assigned an email address to facilitate communication internally, and with the public. The intern will be placed in close proximity to the supervisor, with ready access to shared office equipment such as printer, copier, fax machine, etc. A kitchen area with refrigerator and microwave is available.