

L O S A N G E L E S

MASTER CHORALE

JOB DESCRIPTION

MUSIC EDUCATION INTERN

Reports to: Associate Director, Education

Part-time, \$17.28/hour, 15-20 hours a week

Application Deadline: July 1, 2024

The Los Angeles Master Chorale seeks a Music Education Intern to support the Chorale's award-winning education programs for the 2024-25 academic year: Voices Within, Oratorio Project, and High School Choir Festival. Additionally, this year's intern will assist with the launch of the Master Chorale's pilot program, Youth Chorus LA, a community-based, free, after-school choral program serving historically excluded neighborhoods of Los Angeles. The Intern will work approximately 20 hours per week from September 2024 through February 2025. Work will be performed in the office, at school partner sites, and remotely, in a hybrid work model. The intern will assist at education and community engagement events and performances throughout LA County.

DUTIES

- Assist in preparing materials and participant supplies for all music education programs
- Coordinate and support parent orientation/meetings
- Coordinate Youth Chorus LA singer registration and parent communication
- Support and attend education program retreats for teaching artists, production/tech rehearsals, and culmination activities/performances
- Research assistance
- Attend biweekly staff meetings and other meetings as requested

QUALIFICATIONS

- Passion for music education
- Bilingual English / Spanish
- Comfortable interacting with diverse populations
- Exceptional organization skills
- Discretion and sound judgement when handling personal information from students and families
- Excellent communication ability, including writing and listening skills
- Proficiency in Microsoft Office Suite
- Excellent time management skills
- Comfortable utilizing social media platforms

ELIGIBILITY

Student Eligibility Internship positions are open to currently enrolled undergraduate college students who:

- Are currently enrolled as undergraduates, including students enrolled in associate degree (community college) programs.
- Are residents of Los Angeles County attending college outside of the region or currently attend college in Los Angeles County.
- Are able to legally work within the United States.
- Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1 - December 1, 2024, are also eligible.

The following students are not eligible:

- Students who have already earned a Bachelor of the Arts, Bachelor of Science, or a higher degree.
- Students who have previously participated in the Arts Internship Program.

HOW TO APPLY

Please submit the [application form found here](#), attach (upload) your resume and cover letter, formatted in either Word or as a PDF document. The file name should include the words Music Education Intern. In your cover letter, please explain your motivation for pursuing an internship with the Los Angeles Master Chorale, and how doing so aligns with your career or life goals.

APPLICATION DEADLINE IS JULY 1, 2024.

Email jmeza@lamasterchorale.org if you have any questions. Please, no phone calls.