Worcester Chamber Music Society (WCMS)

Title of Project: 2017 Worcester Chamber Music Society Chamber Music Camp (2 positions)

Main Contact: Ariana Falk (Education Director), Ariana@worcesterchambermusic.org, 203-464-4924

Duration: Minimum of 180 hours.

Deadline: April 1, 2017

Location: WCMS Office: 323 Main Street, Worcester AND Clark University (on site July 3-15)

Position Description:
Operations Assistant Managers will help in day-to-day operation of a two-week classical music camp. Duties will include everything from assisting with pre-camp organization and communications, music library management, helping with student check-in, managing extra food plans, and quickly solving problems as they arise. The Operation Assistant Manager must be available from June 1 – July 20. Most pre-camp work will be done virtually, at our office in Worcester, or at Clark. The winning candidate MUST be fully available for the two weeks the camp is in session. The ideal candidate must be able to be on site during this time from 8:30AM-5 PM, as well as most evenings (though there is room for flexibility here if discussed in advance). This internship will come with strong recommendations if successful in role. The internship demands about 250 hours of time in total.

The student will be measured by his/her ability to complete tasks; solve problems quickly, efficiently and with consideration to all parties involved; effectively communicate a proposed course of action; and the ability to initiative, develop and complete new ways of doing things to achieve desired goals. Success in this role involves primarily building relationships with the students, Operations Manager and Education Director to run a very smooth two-week camp.

Music camp dates are July 3-7 and July 10-14. This chamber music camp is a non-competitive music camp for budding musicians aged 12-75. Each session typically hosts 22-32 students. The camp offers day and overnight packages and is held at Clark University.

Students are coached from 9:30-4:00 PM. After-coaching activities include workshops, sports, skit night, dance-off and games. There are two evening concerts presented by the WCMS camp staff, open to the paying public. Each week of the camp culminates in a student performance on the Friday afternoons.

The WCMS Chamber Music Camp is one of many programs the Worcester Chamber Music Society runs, including a year-round after-school music program for inner-city youth.
**Qualifications:**
The winning candidate will have the ability to lead, develop organizational systems, and possess fluency with Microsoft Office. He/she will be an excellent communicator, detailed-oriented, and comfortable speaking on the phone and in person with new people, including parents and students. A sense of humor is a big plus. Some experience with music is a definite plus - but not required. The winning candidate must have a valid driver’s license and have his/her own car or access to a car he/she can use.

The Operations Assistant Manager will report directly to the Operations Manager and the Education Director, who in turn reports to the WCMS Executive Director and WCMS Board of Directors. The full festival administration team will include a marketing intern, concert manager, boys’ and girls’ chaperones and activities co-coordinator, and an artistic team of 6-7 musicians, one of whom is the Education Director herself.

**Housing:** Housing will not be provided. Students are responsible for finding their own housing in Worcester.

For more info: Please, visit: www.worcesterchambermusic.org

**Funding:** $2500 Available through the LEEP Fellows Program.

**How to Apply:**
Send resume and cover letter to Ariana Falk, Education Director at Ariana@worcesterchambermusic.org .

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position and complete the LEEP Fellows Application Process by March 3rd (for early decision) or April 14th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.

Additional position information is available through Clark Recruiter. (Recommendation letters should be emailed directly to rmaddox@clarku.edu)

**About the Organization:** Hailed as a group with imagination, style and chops, the Worcester Chamber Music Society took the Worcester, Massachusetts scene by storm with its initial concert in 2006. It has become a recognized cultural presence within the Greater Worcester area by presenting sold-out concerts to captivated audiences, receiving consistent critical acclaim, building new young audiences, and training rising musicians through both its Neighborhood Strings and Summer Music Camp programs.

WCMS brings world-class chamber music to intimate Greater Worcester venues. WCMS nurtures the community through a unique combination of affordable concerts, education and community engagement.