



Music City Youth Orchestra Internships (all unpaid)

www.MusicCityYO.org

(Program Areas: Music Business, Marketing,
Nonprofit Management, Orchestra)

About Music City Youth Orchestra (MCYO):

MCYO is on a mission *to attract and educate the youth of our community about the life importance of music*. Now into its ninth season, MCYO is led by Music Director Travis Patton, and contemporary violinist and teacher Melanie Joy Alvey leads the Chamber Ensemble program. Renowned electric violinist Tracy Silverman serves as Artist in Residence.

MCYO serves students in both middle school and high school with a string orchestra and a growing chamber music program. MCYO's musicians represent a broad array of backgrounds from across the metropolitan Nashville area; our current enrollment includes students from thirteen different public and private schools as well as students from homeschooling families. Our students include some of the most talented and accomplished young string musicians in Tennessee.

Hallmarks of our program include a high-energy, joyful atmosphere for music-making and an eclectic approach to programming that includes classical masterworks, jazz and rock standards, and traditional music from around the world.

Internship Opportunities (further detailed below):

- Orchestral Intern
- Volunteer Coordinator Intern
- Development and Marketing Intern
- Social Media Intern

Overview – applies to all MCYO internships:

MCYO is seeking qualified, inspired students with an interest in music management to join our organization to assist with all aspects of orchestra performance and management. Interns will have the opportunity to gain experience in many areas of music arts and nonprofit management.

Applicants should have a professional demeanor, be enthusiastic about working with middle and high school students and their parents, and be comfortable working with a small team and capable of thoughtfully pitching in wherever help is needed. **All internships are unpaid.**

- **Term:** Single semester and full-year internships are available. Applicants should anticipate between 5 to 15 hours per week depending on where MCYO is in its season.
- **Application deadline:** None.
- **Start Date:** All semesters.
- **Application Procedure:** Applicants should send a cover letter and specify the internship role/s in which they are interested. Include a résumé and letter of recommendation from your sponsoring faculty member (if applicable) to info@musiccityyo.org. The sponsoring faculty member's letter should include their contact information and the criteria for the class credit to be given along with start and end dates. (NOTE: Receiving course credit is not required to apply; however, undergraduate and graduate students seeking course credit will be given priority if their candidacy is of equal quality.)

Intern Role Descriptions:

Orchestral Intern This role assists the orchestra conductors by mentoring orchestra members with tuning, warming up, assisting with section rehearsals, and troubleshooting. This role offers intensive time in a developmental rehearsal process and close collaboration with the music conductors. This intern is responsible for tracking and distribution of changes in the score.

This position requires attendance at all rehearsals (Monday evenings roughly from 5:30 – 8:30pm) and scheduled performances. Proficiency in Finale and compositional skills are a plus.

Volunteer Coordinator Intern This role assists by working with parent volunteers to help them understand and carry out their volunteer roles. This position works most closely with the MCYO Director and the Advisory Board. This role assists with the planning and execution of special events and general clerical and administrative duties. Parental volunteer roles include chaperoning rehearsals, facility setup, student fundraising, communicating with parents, taking attendance, and collection of dues, enrollment, music library management, etc.

This position requires attendance at all rehearsals (Monday evenings roughly from 5:30 – 8:30pm) and scheduled performances. Candidates must have data entry skills and be proficient with Microsoft Excel, have the flexibility to tackle challenges as they arise, and attention to detail. Customer service experience is a plus.

Development and Marketing Intern This role assists primarily in raising friends and raising funds. This position works most closely with the MCYO Executive Director and members of the Board of Directors. The intern will reach out to community members to expand MCYO's prominence and recognition within the community. Specific roles include networking within the business community – specifically those associated with the music industry – to secure season sponsors and advertisers for the MCYO season. The intern will assist Executive Director to research, write and apply for grants from a wide variety of governmental, private, and public foundations and institutions.

This person must be a self-starter. Excellent writing and communication skills are a must. Ability to multi-task, proofreading skills and attention to details are required. Strong knowledge of the Internet and MS Word are also required. Previous grant writing experience is a plus. This schedule is somewhat flexible. The intern must maintain their own computer access to the Internet.

Social Media Intern This role assists in the development of an overall Social Media/Marketing/Advertising strategy using SEO and other techniques. This can include multiple pieces of print and online collateral including advertisements, promotion elements, flyers, signage, etc. The role will maintain the organization's website, along with monitoring and posting on blogs, forums, and social networks, and online outreach/promotion using Facebook, LinkedIn, Twitter, and more. The role will help generate branded content and maintain company profiles. This position works primarily with MCYO Executive Director.

This person must be a self-starter. It requires a strong working knowledge and understanding of the emerging digital media landscape, including various social media websites. This schedule is somewhat flexible. The intern must maintain their own computer access to the Internet.