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Leadership in Higher Education

Conservatory of Music Intern

Department: Conservatory of Music

Administrative Affairs/Student Affairs (combined)

Title of Internship: Conservatory of Music Intern

Preferred Background or Skills:

1. Strong communication skills, both written and verbal, required
2. Social media applications, survey creation and data analysis
3. Project management
4. Musical/artistic background preferred
5. Sensitivity to artistic concerns and artist training

Position Description:   
This position will work with the professional staff and faculty in BW’s Conservatory of Music. The intern will complete autonomous projects which help to advance the Conservatory’s mission and contribute to the Conservatory’s strategic plan “BW Conservatory 2020.”

Major Responsibilities:   
There are a number of areas in which the intern may be involved. The final list of assigned projects will be determined in consultation with the intern based on the division’s priorities and the intern’s skills and interests. Projects under consideration include:

* Conservatory communications coordination
* Social media management
* Student training, mentoring and management
* Alumni relations
* Content creation and revision of web site
* Public relations for concerts, events and faculty, student and alumni achievements
* Liaison with Conservatory student support organization

Special Considerations:

None

Special Hours:

Flexible

Unusual Tasks (that might require physical exertion, for example):

None anticipated

Required Travel:

Limited to local area for meetings with community partners.