

SFJAZZ Summer 2020 Education Internship Description

Internship Duration

The 2020 summer internship runs from June 19 - August 14. Interns are with us for 10 weeks. Interns will work 2-3 days per week. **Fridays are REQUIRED.**

Educational Objectives

The Education internship provides opportunities for hands-on experience working with our Education team representing the entire institution. The Education intern will have first-hand experience working on projects ranging from publishing and album production-related research and survey data transcription, to supporting our ensemble auditions and Free Summer Workshops. The Education intern should walk away with a thorough understanding of how our Education team operates.

Requirements

- Basic proficiency with Google (calendar, Gmail, drive)
- Basic proficiency with Excel
- Careful attention to detail/proofing
- Capable of synthesizing and incorporating feedback
- Strong interest in performing arts and jazz music
- Ability to focus on detailed work for several hours at a time
- Ability to work both independently and as part of a team
- Willing to take on projects big and small and adapt to a fast-paced environment
- At least 18 years of age

Project Plan

All-Stars CD Licensing Project

- Proof copy & photos for album jacket
- Submit all materials to The Orchard for digital distribution

Free Summer Workshops

- Maintain sign-ups and communications (mail merges, proofreading)
- Create and prepare materials (copying charts, handouts, and musical examples; creating check-in lists)
- Attend Free Summer Workshops (check in students, distribute materials, assist Teaching Artists, facilitate catering)

Ensemble Auditions

- Maintain sign-ups and communications (mail merges, proofreading)
- Prepare and organize sight reading materials
- Print adjudication forms
- Prepare sign-in sheet and signage for auditions
- Attend auditions (check in students, assist adjudicators, facilitate catering)

Education Program Surveys

- Type survey results for All-Stars, Discover Jazz, Jazz in the Middle into a spreadsheet
- Compile demographic data
- Highlight and compile quotes from program participants

Web Listings/Website

- Submit Education events to web listings
- Update internal Education calendars
- Proof Education web pages

General Duties

- Update band director database
- Research
- Duties as needed

Application Requirements

- Resume.
- Cover letter stating the department you are interested in. Describe the experience you bring to these particular areas.
- Three professional or academic references.
- Availability for an in-person interview in March and April. Skype and phone interviews will be considered for students who are abroad or far from California.

Our application deadline is on March 31st.

SFJAZZ is an equal opportunity employer, and is committed to a diverse and harmonious workplace.