



# MUSIC EDUCATION TEAM INTERNSHIP

ONLINE EDUCATION / HARMONY UNIVERSITY

## Description

The Barbershop Harmony Society is looking for a qualified intern to join our Music Education Team. The candidate will help in all phases of barbershop music education in both logistical help, planning and preparation, on site help, and follow up survey data. It's the perfect job for a student who wants to learn how to work with large groups and execute a plan in a collaborative environment.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of education and event planning.

## Responsibilities include

Because the music education team has rotating events, the time of year will greatly impact your role. We have brick and mortar events in January (Midwinter Convention) and our two large events are in July (international Convention and Harmony University). At the same time, we are updating music materials, creating online music education curriculum, helping members of the Barbershop Harmony Society with questions, as well as helping music educators learn more about how to teach barbershop in the classroom. Your responsibilities will include many of the items listed below...

- Under the direction of the Director of Education, work to organize and prepare for Harmony University Belmont, HU Midwinter, and HU International
- Under the direction of the Music Education Curriculum and Online Learning Manager, assist and prepare for new and existing HU Online courses
- Prepare classrooms and residence for faculty and participants for HU Belmont and Judges school(s)
- Provide support and information for website and other social media efforts, including creation of new and updated materials
- Maintain and organize "online documentation" of housing for participants and classroom creation/selection
- Collaborate with music education team AND entire Harmony Hall staff as a team player
- Be a critical thinker and problem solver: you will be trusted to make decisions
- As required perform and assist with other duties as assigned and respond to emergencies
- Able to present a positive image of Barbershop Harmony Society with a positive attitude and quick and responsive action



## Requirements

The Barbershop Harmony Society is looking for an undergraduate student who is majoring in Music, Public School Administration, or has been involved in the Barbershop Harmony Society. This person should have excellent verbal and written communication skills, with knowledge of web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position. Able to oversee and participate in a fast paced environment. Ability to present a positive image of Barbershop Harmony Society with a positive attitude and quick and responsive action.

## Internship Outcomes

At the end of this internship, you will ...

- Have learned about barbershop music and best practices when teaching
- Have learned to deal with difficult and happy adults in a music camp setting
- Have planned logistics for a music event, identical to the planning you will do as a teacher taking a group on tour
- Reviewed music curriculum for classes and give feedback to faculty
- Been part of a team that cares about you as an individual
- Have the time of your life

## HOW TO APPLY

The Barbershop Harmony Society is pleased to offer a variety of internships to those wishing to experience the inside world of a not-for-profit business. Interested candidates are invited to submit a letter of interest and résumé. You must apply online to be considered. Résumés sent by email or mail are not considered applications.

Apply online:

<https://barbershopharmonysociety.submittable.com/submit/112185/2018-barbershop-harmony-society-internship>

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*Because this is an internship, you may discontinue the internship at any time for any reason, and the Barbershop Harmony Society may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us. As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in the BHS retirement plan. During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.*