

## **MYA is looking for four students interns for the summer of 2015!**

Interns need to be available to work for 20 hours a week for 10 weeks (work time scheduling is flexible) and will be paid \$8.25/hr.

Preference will be given to responsible MYA student members who have demonstrated competence, resourcefulness and dedication through previous work-related and volunteer activities at MYA.

Opportunities are available in 3 different areas; please view the description of each assistantship below and send any inquiries to the appropriate party!

### **Inventory Assistant (2 students)**

Insurance requires constant inventory updating of instruments and all MYA property, a monumental task for an organization of our size! Students will work using Microsoft Access to document, tag, and enter data for all musical instruments & equipment as well as office equipment. Will train on Microsoft Access. Student must have keen attention to detail.

Please contact Matthew at [matthew@mya.org](mailto:matthew@mya.org) with questions.

### **Program/Music Library Assistant (1 student)**

MYA is looking for an organized, motivated student to assist in programs and the music library. The assistant will work with the Orchestra, Chamber Music, Theory, and Summer Programs Coordinator in the preparation, execution, and evaluation of summer, orchestral, and chamber music programs. Additionally, the assistant will evaluate and update the online organization system used for the entire MYA music library, making sure information is entered correctly and uniformly.

Please contact Jeremy at [jeremykrifka@mya.org](mailto:jeremykrifka@mya.org) with questions.

### **Marketing Assistant (1 student)**

Student will help in the creation and distribution of MYA marketing materials. Specific activities will include:

#### **Graphics**

- Create MYA Events images for each event (535x275px)
- Web resolution image for each event to be posted online (under 2 mb)

#### **Advertising**

- Add new sites to the posting list
- Post all events on event post master list to the sites listed
- Post summer events (Botanic Garden, final concerts etc.)
- Post season announcement press release on press list sites
- Insert press release skeleton into each events folder that we will create one for

#### **MYA Website**

- Create event posts for each event
- Update press page
- Go through entire site, update dates & info

**Social Media**

- Create Facebook events for all events with 815x351px image
- Update Tumblrs with images from previous season & live updates from summer
- Organize Facebook friends by alumni, private teachers, musicians, out of state, instrument, etc. current student

**File Archiving/Organization**

- Clean up images & files everywhere - archive or delete if not being used
- Organize photo folders
- Fill previous year's event folders with events and photos (archive)
- Update "favorites" photos and ensure all are high resolution

Please contact Dr. D at [allandennis@mya.org](mailto:allandennis@mya.org) with questions.

Please do not staple your application materials.

For office use only

# MIDWEST YOUNG ARTISTS

## Summer 2015 Work Study Application

Midwest Young Artists does not discriminate on the basis of race, color, national or ethnic origin, or gender.

(Please type or print legibly in ink.)

Name: _____	Date of Birth: ____/____/____
Instrument: _____	Grade in 2014-2015 Academic Year: _____
Address: _____	
City: _____	State: _____ Zip: _____
High School: _____	
Telephone (Home): (____) _____	Telephone (Cell): (____) _____
E-mail: _____	

### APPLICATION DEADLINES

Applications must be received by May 15, 2015 for June start.

Mail or fax all application materials to:

Karen Dennis

Midwest Young Artists

878 Lyster Road

Highwood, IL 60040

Phone: (847) 926-9898

Fax: (847) 926-4787

### Work Experience

Employer	Position Title	Dates (m/d/y) – (m/d/y)
City, State	Average # hours worked per week	
Last hourly wage	Reason For Leaving	
Supervisor	Supervisor Phone Number	

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Please state briefly what you perceive as any strengths, skills, or interests that would assist in MYA's work environment. Please also describe any arts related work as relevant:

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**Please rate the following areas/positions in terms of personal interest:**

**Music Librarian**  
(Assist with the inventory, storage, and preparation for the 2015/16 season of MYA's Orchestral, Chamber Music, Choral, and Jazz music libraries)

**Inventory**  
(Assist with inventory of MYA instruments and other equipment for insurance purposes)

**Marketing Assistant**  
(Assist Director of Marketing in the creation and distribution of MYA marketing materials)

Please describe any potential activities that could conflict with your participation in MYA's work study program:

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Please check the box next to the day(s) of the week that you will be available to work and specify the hours that you will be available on those days:

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday