

# Youth Chorale CENTRAL MINNESOTA

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*The Mission of the Youth Chorale of Central Minnesota is to enrich and develop the choral music skills and interests of Central Minnesota youth, encouraging and equipping them for participation in their high school ensembles and for life long involvement as both musicians and leaders in their communities.*

## POSITION ANNOUNCEMENT

**POSITION TITLE:** College Intern

**ORGANIZATION:** Youth Chorale of Central Minnesota

**ORGANIZATION SUMMARY:** The Youth Chorale of Central Minnesota is a community choir for high school students in Central Minnesota. Currently there are over 80 singers from nearly 20 different communities and high schools. YCCM performs between four and six concerts each year in collaboration with area choirs.

**HOURS:** Average of 4-6 hours per week; A modest stipend of \$400 will be offered

**TERM:** This is a ten-month running from August 2010 through May 2011.

**REPORTS TO:** Artistic Director

**GENERAL DESCRIPTION:** The College Intern is responsible for assisting in the day-to-day operations of the organization. While the College Intern will spend time helping with rehearsals, the majority of the responsibility will be spent in the managerial and logistical aspects of the organization.

### PRIMARY DUTIES AND RESPONSIBILITIES:

**1. Musical.** The CI will assist the Artistic Director and Accompanist with sectionals, warm-ups, and, if time and skill allow, with rehearsals.

**2. Administrative.** The CI will assist the Artistic Director in maintaining singer attendance records, help generate announcements and other communication materials, collect forms, and other administrative tasks. The CI will be assigned and take the lead on other administrative projects.

**4. Board of Directors.** The CI ultimately reports to the Board of Directors and will be required to attend 2-4 board meetings throughout the season.

### QUALIFICATIONS AND EXPERIENCE:

- Must be enrolled in a four-year institution as a music education major with a choral emphasis
- Demonstrated ability to organize multiple priorities and projects and produce results in a timely fashion.
- Demonstrated ability to lead a group of students in a small or preferably large setting.
- Effective interpersonal skills.
- Hours must be flexible enough to accommodate Sunday rehearsals (6:30-8:30) and meetings with the Artistic Director on weekday afternoons.

- Must provide own transportation.
- Computer skills necessary, with demonstrated ability to format an attractive and efficient handout.
- Must be capable of lifting around 20 pounds without assistance

**ADDITIONAL INFORMATION:** This is a new position.

**TO APPLY:** Email cover letter, résumé, current transcript (unofficial transcripts acceptable) and three references (recommendation letters optional) to: Garrett Lathe <director@youthchorale.org> or mail to:

Youth Chorale of Central Minnesota  
Garrett Lathe, Artistic Director  
212 Fourth Street SE  
Little Falls, MN 56345

**APPLICATION DEADLINE:** Open until filled

**POSITION BEGINS:** Late August 2010 or as soon as possible