



HARMONY UNIVERSITY INTERSHIP

EDUCATION / EVENTS COORDINATION

Description

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

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 marketing.



Responsibilities

- Under the direction of the Director of Harmony University work to organize, prepare and debrief for Harmony University 2016
- Assist with execution of Harmony University 2016
- Prepare classrooms and residence for teachers and participants with the support/under the direction of the outreach team.
- Oversee many aspects of the event and maintain their deadlines.
- Provide support and information for website and other social media efforts. Along with the printing and creation of materials.
- Maintain and organize "online documentation" of housing for participants and classroom creation/selection.
- Collaborate with Executive officers as needed to update progress and direction.
- Maintain/ be available in office to support issues or concerns as related to Harmony University and its programs.
- Work to prepare schedules and understand volunteer needs at the Host Location.
- Communicate regularly with Host location representatives (Belmont University reps) to ensure their needs are being met and that their safety and security policies are being followed.
- As required perform and assist with other duties as assigned and respond to emergencies
- Coordinating network and video schedules for Event Coordinators and BHS Communications group.
- Direct and/or assist general preparation for assigned groups, including meeting facility preparation (set-up, A/V equipment, conference materials and packets)
- 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 or Public School Administration. 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 fast paced environment. Able 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 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
- Have the time of your life

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.

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: <http://barbershopharmonysociety.submittable.com/submit/54058>

Barbershop Harmony Society
Michele Lee Niec, Internship Manager
110 7th Avenue N.
Nashville, TN 37203