

*Job Description*

## **MEDIA SERVICES INTERNSHIP**

*(9 Weeks, June 15–August 20, 2025)*

*Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world's great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.*

### **Responsibilities**

The preferred candidate for the **Media Services Internship** has an interest in learning about and supporting diverse media production efforts associated with BUTI academic and student life programming. The successful candidate embraces flexibility and change, as the scope of work and assigned tasks will be dictated by the day-to-day, changing needs of the organization. Familiarity with classical music and an interest in arts administration is a plus.

Responsibilities include, but are not limited to:

- Office support—including answering phones and emails, greeting visitors, sorting, copying, and proofreading materials;
- On-campus communications support—creating and updating digital and print signage;
- Marketing support—social media content creation and special projects;
- Media production support—assisting with setup/teardown of audio and video equipment, managing livestream production
- Other responsibilities, as assigned.

The ideal candidate has the following qualifications:

- Adept with use of smart phone photo/video;
- Love of social media;
- Experience with photo and video editing software;
- Familiarity with basic video and audio recording equipment;
- Familiarity with livestream technologies;
- Strong communication skills.

Compensation includes stipend of \$2,200, housing, all meals, and a Tanglewood Lawn Pass for the summer.

**Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.**