

Job Description

PUBLICATIONS COORDINATOR

(8 Weeks, June 22–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 Publications Coordinator is responsible for all aspects of creating all concert programs throughout the summer season as well as designated print collateral. This position works closely with administrators, program managers, and conductors to create accurate programs and high-quality program notes. Program notes may be drawn from a variety of sources (respecting copyright law), and may also be researched and written. Strong writing, research, and proofreading skills are required for this position. Training with InDesign will be provided, if necessary. This position uses a series of templates to create programs and does not need previous graphic design experience. Self-direction and deadline management are crucial.

This position also supports the day-to-day needs of the BUTI administrative staff.

- Create programs using Adobe InDesign for all BUTI performances
- Strong editing and copywriting skills are required
- Assemble programs in-office or through professional printing vendor
- Obtain program notes for all large ensemble concert pieces (may also include some program note annotation)
- Create nametags and faculty biography lists for student registration check-in prior to the two-week workshops and the larger programs
- Assist in day-to-day office needs at the administrative offices
- Other responsibilities and special projects as assigned

Compensation includes stipend of \$3,500, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

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

employees, applicants for employment and students. Because of this, the University will continue to take affirmative action to ensure that employees and students alike are treated equally during their employment and/or matriculation. Inquiries regarding the application of this policy should be addressed to the Assistant Vice President for Human Resources, Office of Equal Opportunity, 25 Buick Street, Boston, MA 02215, 617.353.4477.