



Summer Internship at Los Angeles Children's Chorus

The ADMISSIONS INTERN will support Los Angeles Children's Chorus's administrative operations by helping to facilitate its annual admissions/registration process. The admissions process begins with treble auditions in late spring. This season auditions will take place from June 1-5, 2017.

The intern will work with staff to help manage treble auditions, which attract approximately 100 8-12-year-old applicants each year. He/She will also help to lay the administrative groundwork for the Young Men's Ensemble (YME) auditions that take place in August.

The intern will assist with audition check-in, outline procedures and answer questions for parents, and ensure a safe, welcoming and comfortable audition experience for families. The intern will represent LACC's professionalism and create a friendly atmosphere that relieves audition anxiety for both children and parents. The intern will receive an orientation so that he/she will be able to converse easily and confidently with prospective parents about the audition process and paint an accurate picture of what children and families can expect if they audition successfully into the Chorus.

The intern will also manage post-audition follow-up with conductors and approximately 300 parents of new and returning chorus members. The intern will input data from audition applications and registration forms into the chorister database; process the registration mailing; manage communications with parents via email, phone and in person. The intern will also help to manage the Chorus's summer First Experiences in Singing registrations and the administrative aspects of program delivery, such as preparing packets of materials used in the classes.

The project will expose the intern to all aspects of the admissions/registration process, which spans the summer months and ranges from: staffing auditions in June, to laying the groundwork for YME auditions in August and Parent Orientations in September, to readying upcoming season materials for each of LACC's six ensembles. The internship will offer meaningful, wide-ranging exposure to all levels of the Chorus and provide a context for how choristers and parents begin a years-long, rewarding relationship with LACC.

LACC appreciates the importance of cultivating future nonprofit professionals that are familiar with all areas of the artistic and administrative nonprofit infrastructure. To that end, LACC will expose the intern to a number of projects and activities that will help to build the leadership skills needed to be a successful arts administrator, as well as the real-world perspective of working in a dynamic, collegial team environment. The intern will have opportunities to broaden his/her perspective of arts management through cross-training in the operations of a mid-sized, nonprofit arts organization. He/She will have the opportunity to work with LACC's Artistic and Executive Directors, conducting staff, chorus managers, music librarian, marketing manager, development team, business manager, and office manager to gain the broadest possible arts management experience.

Some of the summertime projects to which the intern would have exposure include: gaining a basic understanding of LACC's chorister database; staffing summertime concerts and other programming; preparing for the Concert Choir's and Young Men's Ensemble's summer tours; processing repertoire orders; participating in weekly staff meetings; and other duties as appropriate.

To apply for the Admissions Intern position, please email resume and cover letter to Lisa Larson at llarson@lachildrenschorus.org. *No phone calls please.*

Enriching Lives



This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 132 undergraduate interns will participate in the program this year at 119 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.