



**CHAMBER MUSIC CONNECTION, INC.
FELLOWSHIP POSITIONS & JOB DESCRIPTIONS**
Fall 2016 and Winter 2017

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Stephanie Price-Wong, CMC Fellowship Program Director & Assistant Artistic Director
Lane Champa, Onsite manager
Christina Hsu, Marketing & Development Assistant
Deborah B. Price, Founder & Artistic Director

1. Administrative & Library Assistants (Office & Library)

Clare Griffith, Kaziah Conrad, & Everett Will

Advisor: Stephanie, Debbie, Lane, and parent volunteers

a. General Office Organization:

- *Responsible for office space upkeep and organization: work with Jonalyn to plan 2 sessions/semester to be designated office cleanup during CMC*

b. Ensemble Notebooks:

- *Responsible for maintaining notebooks - check each week at the end of each session for return of ensemble notebooks to storage box (organized by number)*
- *Check for written comments. Let Debbie or Jonalyn know if no comments have been written for an ensemble*

c. Library Organization

- *Responsible for filing music at the conclusion of each program or as needed*
- *Responsible for office gig notebook sign-out*
- *Responsible for maintaining records of music sign-out*
- *Responsible for updating ensemble and on-site notebooks of their parts/score when necessary*
- *Recruit & Coordinate assistants (peer fellows, cmc "regulars", parent vols) when needed*

2. Snack Shop Assistants

Ben Webster & Everett Will

Advisor: Lane Champa, Volunteer Coordinator or Soup Coordinator

- *Responsible for weekly snack shop/fellowship store preparation, maintenance and sales*
- *Responsible for keeping accurate financial records in an excel document sent to Debbie after every CMC Semester (Fall, Winter, and Spring)*
- *Coordinate supply purchases keeping tally of inventory.*
- *Recommend supply needs to advisor.*
- *Set store up in Kilbourne Hall kitchenette before session I begins.*
- *Snack Shop hours are 5:15 – 5:25 each Friday. Be prepared to open promptly at 5:15 and conclude sales by 5:25. (Orchestras need to begin at 5:30 sharp!)*
- *Coordinate weekly sales clerks.*
- *Responsible to turn on and off the soup warmers each Friday.*
- *Coordinate with Parent Volunteers for bringing in soups or special/healthy snacks*

3. iSTEM (improv, Solfege, Theory, Eurhythmics, and Movement) and Music History Assistants

Kaziah Conrad & Danielle Hall

Advisor: Deborah Price, David Wong, and Stephanie Price-Wong

- *Review curriculum for assigned orchestra small ensemble.*
- *Design and submit to advisors a plan to implement the study of theory, solfege, and use of composition software for the general program **and** for the fellowship program.*
- *Design a 5-10min session for a small ensemble group to learn about the history of their piece and composer*
- *Design a 5-10min session for a small ensemble group to find the Eurhythmics in their parts and clap, walk, and count them out loud with inflection.*
- *Design a 5-10min session for a small ensemble group to refresh or learn about Solfege and then implement it into their parts focusing on rhythm, harmony, diction, and pitch.*
- *Design a 5-10min session for a small ensemble group to take a phrase from their piece and add their own idea to it (improv). When they feel comfortable allow them to create something not related to that phrase and use the “Breathe Together, Move Together, Play Together” technique to address effective movement and communication skills while exploring new sounds and thoughts on their instrument with their ensemble.*
- *Design a 5-10min session with Debbie for a small ensemble group on how to address movement in chamber music playing. What is effective and what is not effective? Maybe create a short game that they could play.*

4. Hospitality/Social Event Assistants

Portia Silver, Anna Wallace, & Danielle Hall

Advisor: Stephanie, Lane Champa, & Volunteer Coordinator

- *Responsible for assisting in hosting, serving, setup and cleanup for one CMColumbus afterparty jointly hosted by CMC with past CMCols Board President Charlie Warner*
- *Responsible for assisting in hosting guest artists’ snacks, coffee runs, and dinners during residencies and masterclasses. For dinners, it’s just a matter of notifying the advisors about the schedule for meals and helping them to coordinate volunteers and timing for the dinners for artists and student participants (usually Thursday and Friday evenings.) For special masterclass events, it may mean helping to coordinate treats with coffee, tea, water in a reception type manner.*
- *Responsible for assisting in the design, preparation, and implementation of one social event for fellowship students and their ensemble members (International food & music on a Friday after CMC and the fun night for fellows and peers after the final concerts)*
- *Recruit fellow peers to assist as needed*
- *Coordinator with Stephanie on Arts Leadership Development events, (attending lectures, movies, workshops, etc.)*

5. Public Service & Gig Program Assistants

Anna Macintosh, Portia Silver, & Piper Seaton + (Maxim & Avery)

Advisor: Amy Girvin– Dowd Center, Christina Hsu-North Market/Revolution Concerts, OSSB, and Natalie’s w/Debbie

Gig Program Leader –Anna M.

- *Responsible for creating a fellow public service gig schedule, then following up by obtaining commitments from gig program students for those specific public service gigs*
- *Coordinate CMCols Preconcerts*
- *Organize gig prep rehearsals with Debbie (at least 2 per semester) by observing gig rehearsals on the general/fellow schedules and assisting with e-mail reminders to all gig students*
- *Make arrangements with Administrative Coordinator and request fellows to assist with gig notebook preparation/up-dates as warranted by gig program coordinator*

Outreach Program Leader – Portia

Advisors: Stephanie and Amy Girvin

- Assist with sending and/or developing public service contracts (DOWD, OSSB, Nursing facilities, Children's Hospital, James Cancer Center, etc.)
- Assist with promoting public service gig program to CMC student body and community

Revolution Concerts Leader – Maxim & Avery (Advisor Christina)

- Assist with clients in design of music selection to be performed
- Assist Debbie with collaborating with Natalie's Live Music and Coal fire Pizza Concerts
- Assist with programing and organizing Refectory Concerts
- Assist with finding and encouraging patrons to open their house for House Concerts

Recruitment Leaders – Piper (Advisor Debbie)

- Responsible for promoting CMC to public schools including coordinating visits with targeted schools, Bring a Friend to CMC! (Designated date, have a special event/reading party at 8:00)
- Preparing and presenting in school workshops/concerts/possible future coaching
- Check gig notebooks for music and contact library assistant to obtain additional music when warranted

6. Assistants to the Artistic Director

Avery Smith & Elizabeth Macintosh

Advisor: Deborah Price, Artistic Director

- Responsible for working with Artistic Director in all organizational capacities of the program
- Responsible to work with Fellow coordinator as team captains. Duties include coordinating fellow and work-study students for set-up and cleanup of St. John rehearsal spaces each Friday. Responsible for the overseeing of securing windows, doors and locking of rooms. **Advisor: Onsite Manager, Norman Cardwell**
- Provide weekly pre-program preparation
- Assist with implementing artistic director's weekly guidelines for fellows, on-site advisors, coaches, students
- Assist as a liaison between administrative coordinator and artistic director
- Press releases: Find out deadline dates for article submission to local papers & Nat'l journals from Administrative coord. or from newspaper offices (as a research project directed by Assistant Artistic Director)
- Responsible for monthly assembly of Associated Faculty Members (2) of the Week for e-newsletter
- Update and assist with Columbus Foundation Power Philanthropy Website
- Research, connect, and develop LinkedIn Account with Alumni Assistants
- Assist Debbie with development and reviewing of notes from brainstorming sessions with Will Fedkenheuer and Wu Han.

7. Onsite Manager Assistants

Kelly Gembara & Jackson Tomsic

Advisor: Lane Champa

- **Session I: Kelly Gembara**
 - Responsible for making sure all rooms are setup with lights on
 - All notebooks and boards w/info are upstairs in main hallway
 - White board is up to date on room assignments
- **After all Sessions: Jackson Tomsic**
 - Responsible for making sure all rooms are cleaned up with lights off, windows shut, and locked
- Both Assistants should assist Lane with any program printing/office duties

8. Public Relations, Marketing, Development, Website Assistants

Maxim Estevez-Curtis & Piper Seaton

Advisor: Christina Hsu, Stephanie, Webmaster & Debbie

- *Responsible for Social Media, promoting cmc activities to the general community*
- *Present and post flyers to area businesses, teachers, schools for concerts/events TBD – discuss with Assistant Artistic Director*
- *Design, create and post board signs*
- *Website*
- *Post #tbt photo/post every week to build a gallery for website and CMC archives.*
- *Advise Program Advertisements*
- *Coordinate group pictures of students from each area of Columbus to send press release to each zip code's local newspapers.*
- *Create press release each year for Fellowship Program Students announcement.*

9. Alumni Relations

Clare Griffith & Kaziah Conrad

Advisor: Stephanie Price-Wong & Abby Picotte

- *Responsible for viewing and helping to update the CMC Alumni Facebook Group – particularly creating Events in a timely fashion*
- *Find and communicate with alumni dating back from conception of the Delaware Chamber Music Program (see history files in office), LinkedIn*
- *Develop a survey: “where are you now?”, “what favorite thing do you remember from your experience at CMC?”, etc.; ask one question per two weeks in a Facebook page post and record answers from comments*
- *Maintain alumni column for website and e-newsletter (see old photos to include)*
- *Create a full Database that goes back to 1992*

10. Conservatory Series Assistants and Personal Managers – ASSIGNED TEAMS

Advisor: Debbie Price with Jonalyn Snyder

- *Work with Debbie and Stephanie to assign a Personal Manager for each Conservatory Series event*
- *Update Press Releases (Get info, photo of visiting artists and CMC students, submit to local newspaper and CMC e-newsletter.)*
- *Coordinate with the Hospitality Committee*
- *Responsible for designing preconcert dialogue/lectures for each concert as well as recruiting fellowship student facilitators*
- *Interview artists, research repertoire and composers*

11. Audio Visual Recording Assistants

TBA

Advisor: Steve Webster and Debbie Price

- *Responsible for recording competition and non-competition ensembles throughout the semester for their study and experience*
- *Design a schedule for recording ensembles*
- *Provide ways for the groups to have access so they can listen to their recordings*

12. Pedagogy Project Assistants / Pilot Program?

Anna Wallace & Portia Silver

Advisor: Debbie Price

- *Assist Debbie with chamber music pedagogy videos*
- *Assist with updating pedagogy handouts for CMC Faculty*

- *Assist Debbie with Fellowship pedagogy classes*
- *Work with Visual/Audio Assistant*
- *Pilot Program w/Hilliard Schools? – Anna W. and Debbie*

13. Fellowship Director Assistants

Isaiah Wu & Kaziah Conrad

- Advisor:** Fellowship Director, Stephanie Price-Wong
- *Assist with Administrative development and implements in the Fellowship program*
 - *Assist with CMC Tour Projects*
 - *Research, Budgeting, Mission Statement, Scheduling, Alumni/Guest Artist List, Assemble Tour Project Team including a current CMC parent, alumni parent current CMC student, and alumni who has gone on tour with CMC*
 - *Assist with Award Development including the development of the award for Outstanding CMC student in the field of Outreach*
 - *Assist with press releases*
 - *Assist with Thank you letters*

14. Grant Writing and Crowd Funding Assistant

Isaiah Wu & Jackson Tomsic w/Lane Champa

- Advisor:** Stephanie Price-Wong and Debbie Price
- *Assist with finding grants for CMC*
 - *Assist with writing grants for CMC*
 - *Assist with finding parent volunteers or faculty that would contribute words or support to the grant applications*
 - *Assist with final reports of grants received*
 - *Assist with Crowd Funding online*
 - *Assist with distribution of Crowd Funding Awards*
 - *Assist with Thank you letters to donors*

15. Orchestra Ensemble & Buddy Group Assistants

- Advisor:** Deborah Price, Artistic Director & CMC Associated Faculty
- Fellows:** **All Fellowship program students**
- *Attend rehearsals as required – play and assist, and/or sub, as deemed by the coach and/or artistic director.*
 - *Assist with room set-up, tuning, obtaining extra parts, and writing instructions in music for Students. Bring a pencil! (See fellowship student guidelines)*
 - *Participate in Pedagogy Classes presented by Debbie*

16. Arts Advocate Seminars

- Advisor:** Stephanie Price-Wong
- Fellow:** **All Fellowship program students**
- *Participate in Pedagogy Classes presented by Debbie*
 - *Participate in Arts Advocacy Workshops with Stephanie*
 - *Participate in Team Building Workshops with Stephanie*
 - *Participate in “How to apply” Workshop with Stephanie*
 - *Design and create a “report card” for fellowship program participants*
 - *CMC Compliments board*

17. Attendance/Absent Chart

- Advisor:** Lane Champa
- Session I:** **Everett Will**
- Session II:** **Anna Macintosh**