

NFA 2018 CONVENTION INTERN

Job Description:

The National Flute Association is pleased to announce the 2018 Convention Intern program.

NFA Convention Interns will have the opportunity to learn about the National Flute Association during the 4 exciting days of the annual convention. The interns will work hands on with the Equipment Chair, Convention Director, Marketing and Development Associate, and Membership Manager and will receive “behind-the-scenes” experience while at the convention. Students will gain valuable work experience while enjoying flute music from around the world.

Applicants must be undergraduate or graduate students. Students majoring in flute with an emphasis in performance, music education, music theory, music composition, music therapy, music business, or arts administration will be given priority. Students may be beginning college in the fall of 2018 or may have just graduated in the spring of 2018.

They do not need to have attended an NFA convention in the past; flutists must, however, hold current membership with the National Flute Association. Preference will be given to students who live in the host city, but it is not required that applicants are residents of the state in which the convention is being held.

Requirements:

- 1) Convention Interns must be available beginning Tuesday, August 7, 2018 at 1:00 p.m. until 10:00 p.m. on Sunday, August 12, 2018. Convention Interns will be on call from approximately 7:00 a.m. until 11:00 p.m. each day, however, shifts will be assigned.
- 2) Applicants must submit an application form, personal statement, and letter of recommendation from their **current** college flute professor. All application materials must be typed. No hand-written applications will be accepted.
- 3) Applicants should exhibit an extremely high work ethic as demonstrated by grade point average, letter of recommendation, and work experience.
- 4) Applicants must have the ability to lift 25 pounds or more.

All applications should be e-mailed to Victoria Pampe at vpampe@nfaonline.org no later than April 1, 2018. Applicants will be notified no later than May 1, 2018.

Final selections will be made after a round of phone or Skype interviews. Applicants will be required to sign a letter of intent and will be provided with regular updates and pertinent information regarding the position.

Additional Information:

Interns WILL be able to attend sessions at the convention; shifts will be assigned to enable students to attend concerts, workshops, and the exhibit hall. However, students who are “on-call” should be available to leave a session if there is an immediate need.

Compensation: Interns will be given complimentary convention registration and housing but will be responsible for all other travel expenses.

Interns will have the opportunity to gain work experience in the field of music; they will get to network with the greatest flutists, composers, and pedagogues from all over the world.

Please send all inquiries to Victoria Pampe at vpampe@nfaonline.org.

APPLICATION FORM
NFA CONVENTION INTERNS 2018

Name:

Address:

City/State/Zip Code:

Phone:

Email:

University or College:

Degree Track:

Anticipated Graduation Date:

Flute Professor:

Relevant Work Experience:

Spoken Languages:

Areas of Convention Interest (social media, photography, production, customer service, etc.):

References (one must include your current flute professor):

1. Name
Email Address
Phone Number
How long have you known this person?

2. Name
Email Address
Phone Number
How long have you known this person?

3. Name
Email Address
Phone Number
How long have you known this person?

Personal Statement (minimum of 300 words): How would this opportunity benefit you and how would this experience align with your professional and career goals?

CHECKLIST:

1. Application Form
2. Personal Statement
3. Letter of Recommendation