

Undergraduate Choral Internship

Children's Chorus of San Antonio

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Summary

The Undergraduate Choral Intern is responsible for assisting with CCSA's choral ensembles in coordination with the Artistic Director. Internships are available for primarily elementary-middle school choirs (Thursday evenings) and primarily middle school-high school choirs (Monday evenings). Interns will assist with rehearsals, concerts, and special program events throughout the 2024-25 season, September through May.

Duties and Responsibilities

Rehearsals and Musicianship

- Facilitate weekly rehearsal logistics:
 - preparation/breakdown of rehearsal locations and spaces
 - liaise with parent volunteers to ensure safe and secure singer check-in and dismissal
- Prepare/learn all material assigned to CCSA singers
- Participate in weekly rehearsals including but not limited to:
 - guiding and redirecting singers during rehearsal (classroom management experience!)
 - assisting with part-learning and help with supplemental learning
 - leading sectionals as requested by Choral Directors
 - singing with voice parts as needed
- Participate in faculty and staff meetings as requested

Additional Duties

- Assist with recruitment by directors in the community
- Assist Choral Directors, as requested, with coordination of new singer placements
- Assist with concert production logistics and assist singers during concerts to ensure proper stage/backstage movement

Administrative

- Take attendance at rehearsals/concerts and ensure attendance information is accurate and current
- Communicate with Director regarding CCSA singer absences
- Facilitate and provide communication, as necessary, between families, directors, and Office staff
- Coordinate with CCSA Office Staff on circulation of music for ensembles
- Other duties as assigned

Requirements

The successful candidate will be currently enrolled in a degree program for a bachelor's in music or equivalent. Knowledge of choral music and music education is highly desirable. Additional qualities required by this position include:

- Integrity and confidentiality
- Ability to multitask and prioritize effectively
- Self-starter mentality
- Collaborative spirit

Position Details

Reports to: Artistic Director, Dr. Carolyn Cruse

Hours: Part-time:

- Monday rehearsals 5:30-9 pm
- Thursday rehearsals 5:00-8 pm

Additional hours requested for Saturday/Sunday rehearsals, during concert weeks, and for special events

Major Concerts: **Fall Concert** - Saturday, November 23rd @ University Methodist Church
Holiday Collaboration with YOSA - Saturday, December 21 @ The Tobin (optional, but needed!)
Concert in the Chapel - Sunday, February 23rd @ Chapel of the Incarnate Word
Spring Concert - Saturday, May 10th @ The Tobin

Location: Alamo Heights United Methodist Church, [825 E. Basse Rd, San Antonio, 78209](#)
3-4 Saturdays or Sundays per semester, Location TBD

Compensation: \$1475 stipend for *100% participation in the 24-25 season
Compensation will be received by the 5th of each month (1/10th of stipend)
Hourly rate is approximately \$12/hr
*Compensation may be reduced for missed rehearsals and performances

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