

Education Internship Overview | 2023/2024

The Education Intern will work hands on with the Education Director, Education Program Manager, and the Education & Outreach Coordinator.

Jumpin JaKs:

- Assist with material creation for each classroom
- Attend and observe classrooms on a need or want basis

Jazz Academy on Tour:

- Set up and assist with live sound
- Attend select Jazz Academy on Tour visits and shadow employees

Ticket Outreach:

- Assist in planning and execution of ticketing outreach to local social service organizations

PBJ and Jazz:

- Attending monthly PBJ and Jazz events
- Assist with backline and sound setup
- Assist with front table, accepting payments, greeting families

Youth Jazz:

- Setup rehearsals spaces and attend youth jazz rehearsals
- Music library work: photocopying, organizing big band arrangements and small group lead sheets, digitizing music
- Assist in creation of programs for Youth Jazz concerts
- Shadow teaching artists during instruction to observe curriculum and pedagogy of different ensembles

CCJB:

- Work with Jazz Academy Coordinator on music library needs including managing the library database, photocopying, digitizing, etc.

CYJ Girls Project and Jazz Girls Columbus:

- Assist with material creation and any photocopying needs for the ensembles
- Attend final CYJ Girls Project Performance and Jazz Girls Columbus performances
- Assist with space setup, greeting and directing participants
- Assist with marketing table, accepting payments, greeting families and participants

