



**Position Description: Harmony Project Internship
Ventura, CA**

We are searching for a student intern to add to our New West Symphony team to assist our education program Harmony Project. This is an excellent learning opportunity for a meaningful internship where you'll learn professional skills while giving back to the community.

About Harmony Project: New West Symphony Harmony Project is a youth development program that uses music as a tool for social change. As an education program of the New West Symphony, we offer tuition-free after school music instruction to children from low-income families in Ventura, CA who would not otherwise be able to afford a music education. Affiliated with Harmony Project Los Angeles, our mission is to: **Promote** the healthy growth and development of children through the study, practice and performance of music; **Build** healthier communities by investing in the positive development of children through music; **Develop** children as musical ambassadors of peace, hope and understanding amongst people of diverse cultures, backgrounds and beliefs. Visit the Harmony Project blog to learn more <https://harmonizing805.wordpress.com>.

Responsibilities may include:

- Administrative support as needed to Program Director and Program Coordinator
- Assist in drafting marketing and communication pieces, as needed
- Assist in planning of student concerts and outreach performances
- Assist with student and parent communications, including phone calls and letters

Qualities:

- Interest in working with teachers and students in a school and/or afterschool setting
- Highly motivated and able to work independently, take initiative, and complete tasks
- Interest in using arts as a form of social change.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Basic knowledge of Spanish a plus
- Musical experience a plus
- Strong computer skills

Requirements:

- Currently enrolled in a bachelor's or master's degree program.
- Enrolled in an internship course through your college or university.
- This is an unpaid internship. Please consult your school policy on internship eligibility.

Contact: To apply for this position, please submit resume and cover letter via email to Emma Pell epell@newwestsymphony.org

To learn more please visit www.newwestsymphony.org.

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Twitter: [@NewWestSymphony](https://twitter.com/NewWestSymphony)

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