

## **Internship Opportunities at the Moravian Music Foundation**

The Moravian Music Foundation welcomes students for internships. Many projects require no musical experience; others require ability to read music and understand orchestral scores/parts. MMF internships are best suited for Music Majors and Arts Management Majors with a focus in music. Interns will learn the ropes of working in a non-profit and of working at the Moravian Music Foundation. Jobs included in this study are learning about our donor database software, organizing the lending libraries, putting together various mailings, proofreading documents prior to publication/ mailing, and learning about the history of the Moravian Music Foundation, as well as what it does and who benefits from its work.

Potential other projects include:

### **Music Editing**

Using Finale (music editing software), transcribe scores and parts from early manuscripts. Music to be edited will be picked with the intern's musical background, i.e. a voice student would edit a choral or solo work and an instrumentalist would edit a chamber music piece. Write a paper highlighting the composer's life, other works, and the form of the piece newly edited.

Editing experience is not necessary, but music reading skills are. The student should understand how to set up and read a score.

### **Funder Research, Grant Proposal Writing**

Put together a grant proposal. The intern would use the Foundation Directory to research a suitable foundation to author a grant proposal to for a certain project or type of funding. The intern would gather all of the information the foundation requires for proposals and write the narrative to be included with the proposal. Writing letters of inquiry to particular foundations could also be part of this task

Good writing skills and ability to follow written instructions and fill out applications are a must.

### **Archival Work**

Assist with cataloging and processing a collection of music. Cataloging experience is not necessary; careful attention to detail is a must. You must be able to read music.

All interested parties are asked to contact the Director or Asst. Director via email a

[nola@moravianmusic.org](mailto:nola@moravianmusic.org)

[gwyn@moravianmusic.org](mailto:gwyn@moravianmusic.org)