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# Announcements

## ▶ Summer Office Hours

Due to our study abroad program, the MAM office will be closed Wednesday, June 18 through Friday, July 4. We will reopen on Monday, July 7. Please make sure to submit any paperwork that requires a signature by Monday, **June 16** and schedule in person appointments with Professor Kamenitzer either before or after the closing dates. However, Professor Kamenitzer and Mathilde Speier will be available by email during this period. Please contact Mathilde Speier at 703-993-8926 if you have any questions or concerns.

## ▶ Friday, June 20 - Wolftrap Young Professionals Society - Instant Opera Comedy Club

The Wolf Trap Young Professionals Society cordially invites you to “Instant Opera Comedy Club” - opera, stand-up and mad-libs all rolled into one! Enjoy traditional arias plus a madcap, improvised performance to a story created by YOU! Following the show, join artists from the Wolf Trap Opera Company for a reception featuring wines by Redwood Creek and assorted desserts and cheeses.

This event takes place Friday, June 20, 2008 at 8 pm in the Lecture Hall of the Center for Education at Wolf Trap. A reception will follow on the Terrace at 9 pm. Admission is \$10 per person and reservations are required due to limited space. Reservations will be accepted in order of receipt.

Please [reply online](#) by Monday, June 17, or by phone at (703) 255-4030.

## ▶ PRAXIS - Student Newsletter

Attached to these announcements, you will find the latest issue of PRAXIS, a student newsletter from the European Network of Cultural Administration Training Centres (ENCATC). This issue features a number of internships, PhD programs, and job openings in Europe, as well as information about the 2<sup>nd</sup> Young Cultural Policy Researchers Forum, held October 15-16, 2008, in Lyon, France.

## ▶ Washington Post Article – “Census Paints Picture of Artists”

In an article published Thursday, June 12, *Post* staff writer Jacqueline Trescott discusses the survey data released by the National Endowment for the Arts, finding that nearly 2 million people in the United States work as artists. MAM’s own faculty member, Stephen Richard, is quoted in the article.

[Click here](#) to read the article.

## ▶ Advising Hours –Office Hours

### ■ Advising Hours Program director - MAM Office Hours

Advising Hours Program Director [click](#)  
MAM Office Hours [click](#)

# Internship Opportunities

## ► Summer Internships, Arlington Arts Center, Arlington, VA

The Arlington Arts Center (AAC), a leading contemporary art space in Washington, D.C. is seeking interns for summer 2008, beginning in early June (or earlier) and ending in mid-August.

**1) Curatorial interns** will help with most aspects of our exhibition program: registering images and artworks, creating signage and pedagogical text, preparing works and galleries for installation, installation itself and de-installation. Other possible tasks include writing press releases and coordinating gallery talks. Interns specifically will work on the exhibition *She's So Articulate* featuring the work of Faith Ringgold, Renee Cox, and Renee Stout, among others, and an exhibition curated by ArtNews Contributing Editor Rex Weil. Interns will also help with the selection process for next year's Solo Exhibitions, juried in part by Anne Ellegood (Hirshhorn Museum and Sculpture Garden) and DC collector Philip Barlow.

**2) Arts education interns** will assist with many aspects of running an arts education program: registration; preparing course descriptions, syllabi, and catalogues; communicating with instructors and parents; and working with teacher's aides in children's classrooms. Interns will have hands-on experience working with accredited instructors (MFA, MAT, and M Ed.) and professional arts administrators, and will gain management experience overseeing classroom volunteers.

Interns should expect to work an average of 20 hours a week, with some evening and weekend hours required. Depending on requirements at the student's academic institution, dates and hours can be modified. AAC internships do not include a stipend.

Interested applicants should contact Claire Huschle at [Claire.Huschle@arlingtonartscenter.org](mailto:Claire.Huschle@arlingtonartscenter.org)

## ► Gallery Intern, Honfleur Gallery, Washington, DC

Honfleur Gallery is seeking qualified interns in the field of visual arts. Areas of interest include; gallery management, non-profit administration, artist representation, arts marketing, publicity, curatorial work and exhibit installation. Dedicated students looking to fulfill their degree requirements and expand their education and experiences are encouraged to apply. Hours and schedule will be arranged depending on intern needs, gallery needs and intern skill level. Honfleur Gallery will work with GMU to allow students to gain academic credit for completing an internship.

This is an unpaid internship. For more information about Honfleur Gallery, see [www.honfleurgallery.com](http://www.honfleurgallery.com). To apply, please send a resume, letter of interest and references to: [arts@archdc.org](mailto:arts@archdc.org). Please list interest areas, assets and general information about yourself.

Requirements:

- ability to work on team and identify needs
- flexibility
- commitment to quality of work
- ability to work in urban, changing community
- an open mind!

About the Organization: Honfleur Gallery is a non-profit contemporary art gallery in SE Washington DC. ARCH Development Corporation [ARCH], a community development corporation located in the historic neighborhood of Anacostia, opened Honfleur Gallery in January of 2007. ARCH was founded in 1991 with a focus on neighborhood small scale business development and general business support. The primary focus of ARCH is to support revitalization through the arts. ARCH believes that arts and cultural activities can be employed as part of a comprehensive, synergistic approach to community revitalization in Anacostia. Honfleur Gallery is the hub of these endeavors.

## ► Internship Guidelines

### Internship Guidelines

- **Registration of Internships and Directed Readings and Project Courses:** If you are doing an internship (MAM 740, MAM 790), a special project, or a directed reading (MAM 711) - be sure you obtain an approved individual section form from the MAM office. However, before doing so, be sure you have a stated project plan and the approval of the faculty member who will be working with you. Students must have a learning contract and obtain an individual section form before they can register for the internship (internal or external).
- **MAM Students Completing 12 or More Credits by End of Fall Term:** it is an appropriate time for you to be thinking about an internal internship (MAM 740), if you have not already completed this requirement or received permission to substitute another course because of prior experience. Be sure to speak with your advisor very soon because you have to design and receive approval of a learning contract prior to registration. Please contact Mathilde Speier at [mspeier@gmu.edu](mailto:mspeier@gmu.edu) or 703-993-8926 to request your copy of the MAM Internship Guide.
- **MAM Students Completing 18 Credits or More by End of Fall Term:** for students who have completed at least 18 credits by the end of the Spring semester and have not yet completed MAM 790 - External Internship - be sure to speak with your advisor as soon as possible about an external internship. We will be publishing a list of approved external internship sites. For those sites, you will need to be in contact with their coordinator and mutually design a learning contract. If there is another site that you may feel more appropriate for your internship experience, discuss that with your advisor and provide us with a contact name so that we can commence the process of having that site considered for approval. This may take some time, so get the "ball rolling."

## Professional Opportunities

### **New** ► Executive Director, Bowen McCauley Dance, Arlington, VA

Bowen McCauley Dance (BMD), a critically acclaimed Arlington-based professional contemporary dance company, seeks an Executive Director (ED) to work with its engaged Board of Directors to implement newly-adopted long range plan to secure its future. Upcoming season includes multiple high profile opportunities to enlarge audience and grow donor base. This position is full-time if candidate assumes resource development responsibilities.

The ideal candidate will have extensive experience in either arts management or non-profit management. Applicant should be an excellent writer and communicator and have experience drafting and negotiating contracts, developing and monitoring budgets, and creating and executing marketing plans. ED supervises multiple positions including bookkeeper, graphic designer, publicist, grant writer and development director, while working collaboratively with founding Artistic Director and an active Board of Directors. Bowen McCauley Dance values flexibility, a team approach, and a sense of adventure. The ED works from home and is in touch with other BMD staff via email and phone on a daily basis.

Degree in Arts Management preferred; 3-5 years relevant experience may be substituted. Working knowledge of Word and Excel is essential and some familiarity with website upkeep is a plus.

Competitive salary. This position is an independent contractor position without benefits.

**APPLICATION DEADLINE: Friday, June 30, 2008.**

**Position start date: July 15, 2008**

Please send resume, cover letter, and salary requirements to: [info@bmdc.org](mailto:info@bmdc.org), with "Executive Director" in the subject line, or by mail to:

Search Committee, 2016 N. Woodstock Street, Arlington VA 22207

No phone calls, please.

**New ► Executive Director, Redlands Symphony Orchestra, Redlands, CA**

<http://www.redlandssymphony.com>

**POSITION SUMMARY**

The Executive Director of The Redlands Symphony serves as the chief operating officer of the Symphony and reports to the Board of Directors through the Board President. The Executive Director is responsible for managing the human and financial resources in order to achieve the Symphony's mission, and is responsible for the overall professional operations of the orchestra through effective management and financial development. The joint leadership of the Executive Director and the Music Director provide vision, guidance, and information needed to enable the Board of Directors to adopt progressive, sound, and practical plans for the continued evolution of the Symphony.

**EXPERIENCE AND QUALIFICATIONS**

Bachelor's degree required with focus in music or the arts and master's degree preferred. Minimum of 3-5 years of senior management experience in a non-profit organization, preferable in the performing arts. Successful candidate will demonstrate a record in fundraising and experience in marketing, possess superb written and verbal communication skills, strong interpersonal skills; a leadership style marked by enthusiasm with a desire to innovate. Organization and motivational skills must be exceptionally well developed. Must be able to competently interact with a culturally and ethnically diverse population of musicians, Board, volunteers and staff, and be able to work respectfully with all age groups. Ability to give direction and guidance, have the self-assuredness and confidence to enforce rules and regulations, but be flexible in order to preserve a positive community brand image and stakeholder satisfaction.

**COMPENSATION AND BENEFITS**

Competitive salary commensurate with qualifications and experience with a comprehensive benefit package provided through the University of Redlands, including medical, dental, vision, life, retirement, vacation, and many more.

**APPLICATIONS AND INQUIRIES**

Cover letter, resume, and demonstrable accomplishments to:

Bruce D. Thibodeau, President  
Arts Consulting Group, Inc.  
1601 Hi Point Street  
Los Angeles, CA 90035-4503

Tel (323) 936-0626; Fax (323) 936-1196

E-mail [redlandssymphony@artsconsulting.com](mailto:redlandssymphony@artsconsulting.com)

*The Redlands Symphony Association and The University of Redlands are Equal Opportunity Employers*

**► Director of Development Research, VA Tech, Blacksburg, VA**

The Director of Development Research is responsible for the oversight of a comprehensive, strategic, customer-service oriented program of prospect research services to support the individual and corporate and foundation development programs at Virginia Tech. Primary areas of responsibility include in-depth research, identification of prospects, proactive research, data analysis, prospect management.

Interested candidates should review the *full job description and apply online* at [www.jobs.vt.edu](http://www.jobs.vt.edu) (posting #071397) and include with the faculty application a cover letter, resume and list of five references. For further information please contact Leanna Craig, Human Resources Assistant, [hrdev@vt.edu](mailto:hrdev@vt.edu) . Individuals with disabilities desiring accommodation in the application process should notify the Office of Equal Opportunity, 540/231-7500.

Review of applications will begin July 6, 2008. Salary is commensurate with experience.

Virginia Tech has a strong commitment to the principle of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, and persons with disabilities.

► **Associate Director, Heifetz International Music Institute, Ellicott City, MD**

Immediate Position Available: Associate Director Salary: commensurate with experience

The Heifetz International Music Institute is a 6-week summer music festival. The year-round office is based in Ellicott City, Maryland, located half-way between Washington, DC and Baltimore. The summer Institute takes place in Wolfeboro, New Hampshire. Applicant must be available to work 10 months during the year in Maryland and 2 months, from mid-June to mid-August, in New Hampshire.

Duties: to oversee and be involved in all aspects of the Institute; logistics, scheduling, long range planning, fund raising, grant writing, and general all around support of the Founder/Director.

Applicant must have a classical music background and should be comfortable working in a small office environment, be highly attentive to details while multi-tasking, and proficient in a wide range of computer skills, including Microsoft office suite. Experience with Photoshop or Quark Express helpful with website management skills a plus.

Applicant should be comfortable speaking in front of people one on one, small groups, and in front of an audience, very organized and disciplined, and have the ability to remain composed under pressure. This job carries with it a great deal of responsibility and authority.

Please submit resumes to Daniel Heifetz at [office@heifetzinstitute.org](mailto:office@heifetzinstitute.org) or fax to (410) 480-8010. The web site is [www.heifetzinstitute.org](http://www.heifetzinstitute.org).

<http://artsmanagement.gmu.edu/>

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