

**APPLICATION FOR WORK STUDY – C. W. POST CHAMBER MUSIC FESTIVAL 2009**

The Festival offers students and their parents an opportunity to work off tuition by being part of our Work-Study program. The student is usually assigned 10 or 20 hours of work at the rate of \$7 per hour. A variety of jobs are included.

Please fill out the form below and indicate your areas of interest and your availability. Although we can not guarantee assignments, we will try to match you to your requests whenever possible.

**Parents may also work in place of the student.** Return completed applications to the Festival Office.

*A brief description of work study jobs and hours can be found on the back of this application.*

Name \_\_\_\_\_ Age (students) \_\_\_\_\_

Students Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Parent’s name \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE CHECK THE WORK-STUDY JOBS THAT ARE OF INTEREST TO YOU**

- Usher at Festival concerts                      Stage Crew at Festival concerts
- Audience Development                      Ticket Sales at Festival concerts (parent)
- Selling Advertising for the Festival Program Booklet
- Festival T-Shirt sales                      Festival photo sales                      Taking CD orders
- Music Librarian (Chamber Music)                      Music Librarian (Orchestral Music)
- Staffing Festival Office                      Supervising lunch hour from 1 to 2 p.m. (parent)

**PLEASE CHECK ALL THE DATES YOU ARE AVAILABLE**

- Festival concerts at 8 p.m.**      **July 17**      **July 24**      **July 28 at Concert (location TBA)**  
   **July 29**      **July 30**  
   **July 31 (Festival Chamber Orchestra at Tilles Center**  
**Festival concerts at Noon**      **July 30 (Seminar Concert at Noon)**

- I am available to work beginning in mid-May
- I am available to work beginning in June
- I am available to work during the week before the Festival begins - July 6 to 12
- I am available to work the week after the Festival ends - August 1 to August 6

**Do you have computer skills?** \_\_\_\_\_

**Do you have designing skills?** \_\_\_\_\_

**Do you have a special skill you could contribute or offer to the Festival?** \_\_\_\_\_

\_\_\_\_\_

## **DESCRIPTION OF WORKSTUDY JOBS & HOURS**

*Please note that work-study hours at concerts is approximately 7 to 10 p.m. (with the exception of the stage crew)*

### **USHERS – 3 hours per concert – arrive at 7 p.m. (dress in black)**

Distribute programs and collect tickets at Festival concerts

### **STAGE CREW – 4 hours per concert – arrive 7 p.m. (dress in black)**

Set up chairs and stands and move them and/or the piano between pieces  
Help with breakdown after the concert. Hours approximately 7 to 11 p.m.

### **AUDIENCE DEVELOPMENT – Hours arranged**

Assisting the Festival Office prior to the beginning of the Festival with promotion of the Festival's Concert Series. Could include sending out tickets pre-Festival and working on group sales for audience development

### **TICKET SALES at Festival concerts – 3 hours per concert – arrive at 7 p.m. (dress in black)**

Collect money for tickets and categorize sales (as regular, student, senior)

### **ADVERTISING SALES – Hours arranged**

Selling advertising for the Festival Program Booklet prior to beginning of Festival

### **FESTIVAL T-SHIRT SALES – 3 hours per concert – arrive at 7 p.m. (dress in black)**

Sell Festival T-shirts. Extra hours could include sales during the week

### **FESTIVAL PHOTO SALES – 3 hours per concert – arrive at 7 p.m. (dress in black)**

Collect order forms and money. Extra hours could include preparing total photo order

### **CD SALES – 3 hours per concert – arrive at 7 p.m. (dress in black)**

Sell Festival CD's – collect completed order forms and money

### **MUSIC LIBRARIAN (Chamber Music) – 10 to 20 hours depending on assignment**

Assisting with the organization of chamber music. Preparing chamber music envelopes for distribution before the Festival, distributing chamber music envelopes to Participants at Orientation, collecting chamber music backstage during concerts, sorting out all chamber music, locating missing parts, and reshelving all chamber music at the conclusion of the Festival

### **MUSIC LIBRARIAN (Orchestral Music) – 10 to 20 hours depending on assignment**

Assisting with the organization of orchestral music for the Festival Chamber Orchestra and Seminar Chamber Orchestra. Organizing orchestral music for orchestra folders for distribution before the Festival, distributing any additional orchestral parts, being responsible for music at orchestra rehearsals so that music is available at the beginning of each rehearsal and securing the crate at the end of all rehearsals, collecting and sorting all orchestral music and orchestra folders at end of Festival

### **STAFFING FESTIVAL OFFICE – hours arranged**

Assisting Directors & Administrative Assistants with various jobs such as answering phones, scheduling auditions, paperwork and other jobs as needed

### **SUPERVISING LUNCH HOUR – Monday thru Friday 1 to 2 p.m. (days arranged)**

Fine Arts Center – Parents assist in overseeing organized lunch area to insure that students are orderly and stay in designated lunch area to prevent accidents and problems. Parents must be able to address the needs of students and be available if there is a problem. Parents assisting make sure lunch areas are cleaned up by students before lunch period ends, and communicate with Directors any special needs for students.

*Assignments will be coordinated by the Festival Directors and/or Administrative Assistants*

*Please note: Participants will be billed for workstudy hours not completed*

*Additional workstudy jobs may be available at the discretion of the Directors*