

# *Madison Early Music Festival*

## **2019 Participant Work Study Application**

*Positions are limited. Application deadline is May 1, 2019*

**MEMF Participants are welcome to apply for a work study position.**

If your application is approved, you may receive a full tuition waiver or a partial tuition waiver for a registration fee of \$250, which includes access to classes and an All-Festival Concert Pass. For more info on MEMF, visit [madisonearlymusic.org](http://madisonearlymusic.org)

Please note the following stipulations of the position:

- We work with you to ensure your maximum participation in the workshop.
- Your position fills staff needs and you should be prepared to work accordingly.
- All are asked to assist with set up on Friday, July 5 and clean up on Sunday, July 14.
- You must pay for your own travel, housing, and parking.

### **Work Study Positions Available:**

#### **MEMF Administrative Assistants (2) – 2 Full Tuition Waivers**

Assist Sarah Marty and Cheryl Bensman-Rowe with MEMF preparations the week prior to MEMF. Assist at Registration on Saturday, July 6. Throughout the week, help to cover MEMF office hours and assist with administrative tasks. Assist CBR with creation of Participant Concert Program. Must be available Monday, June 24 - Sunday July 14.

#### **Facilities/Stage Managers (4) – 2 Full Tuition Waivers and 2 Partial Tuition Waivers**

Assist Facilities Manager with setting up classrooms; assist in opening classes and practice rooms in the mornings; set-up and break-down for All-Festival rehearsals; manage locker and practice room assignments; stage management during concerts as needed.

#### **Choral and Instrumental Library Managers (2) – 2 Full Tuition Waivers**

Assist Artistic Director in preparing, duplicating and distributing music for All-Festival rehearsals. Available on Friday, July 5 before MEMF to help prepare materials for All-Festival and classes. Assist with Registration the morning of Saturday, July 6.

#### **Class Materials Managers (3) 3 Partial Tuition Waivers**

Supervise the duplicating of materials for all classes. Make sure all copies get to the instructors in time for their classes. Arrive Friday, July 5 before MEMF. Assist with Registration the morning of Saturday, July 6.

#### **Merchandise Sales Managers (2) 2 Partial Tuition Waivers**

Organize and prepare all merchandise for sale; maintain detailed, accurate inventory tracking and cash/payment records. Work with Arts Institute staff to sell merchandise at Registration during and after each concert. Assist with Registration the morning of Saturday, July 6.

#### **Usher & Concert Programs Team (8) – 1 Full Tuition Waiver and 7 Partial Tuition Waivers**

Stuff donor inserts in all programs. Usher for Pre-concert Lectures and all Concerts.

#### **Jean Humphrey Award (1) – 1 Full Tuition Waiver**

A full tuition waiver supported by a generous donation from the family of Jean Humphrey