

Madison Early Music Festival

2020 Participant Work Study & Jean Humphrey Award Application

Positions are limited. Application deadline is May 1, 2020

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

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 10 and clean up on Sunday, July 19.
- 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 11. 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, July 6 - Sunday July 19.

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 10 before MEMF to help prepare materials for All-Festival and classes. Assist with Registration the morning of Saturday, July 11.

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 10 before MEMF. Assist with Registration the morning of Saturday, July 11.

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 11.

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

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Please fill out this application in a professional manner for serious consideration.

Name: _____

Current Address: _____

Summer Address: _____ Beginning date _____

Phone: (_____) _____ E-Mail: _____

Reference: Name and Title: _____

Reference E-mail and Phone: _____

If you are a university student, please complete this information:

Institution: _____

Degree Program: _____

Collegium or historical practice instructor: _____

Briefly describe your musical background and interests:

Workshop staff, office, sales, or stage/house management experience:

Please return this form to memf@arts.wisc.edu or mail to:

Sarah Marty, Madison Early Music Festival
UW-Madison Division of the Arts, 321 Lathrop Hall
1050 University Avenue | Madison, WI 53706