



NEW YORK SUMMER
MUSIC FESTIVAL
PO BOX 947
ONEONTA, NY
13820

PHONE
(607) 267-4024

FAX
(888) 632-3221

EMAIL
INFO@NYSMF.ORG

WEB
WWW.NYSMF.ORG

STAFF APPLICATION FORM — NYSMF 2013

NYSMF offers outstanding young musicians ages 15 and older the opportunity to become part of NYSMF's Staff. Successful applicants must attend all three sessions of the Festival (except for FAs, who may attend 1, 2, or all 3 sessions).

MUSICAL OPPORTUNITIES

- + Same performance opportunities as all regular NYSMF students (Seating may be assigned according to the needs of the Festival)
- + May be assigned as section leaders and coaches
- + May perform in any or all dedicated Counselor/TA Recitals

STAFF POSITIONS

FA — Festival Assistant

FAs must be at least 15 years of age. Duties include ushering; concert preparations; serving as post-concert staff. FAs report to the NYSMF main office daily for assignments.

Compensation: 25% tuition scholarship

CIT — Counselors In Training

CITs must be entering their senior year of High School. Duties include ushering; concert preparation; auditorium and facility staff; production of the summer yearbook "Cadenza"; and limited supervision of students. CITs report to the NYSMF main office daily for assignments.

Compensation: 50% tuition scholarship

C — Counselors

Counselors must have completed at least one year of college and be at least 18 years of age. Duties include daily supervision of students, including daily check-in and attendance; dorm office hours; etc. Counselors report to the Dorm Office and the Heads of Residence Life.

Compensation: 100% tuition and fees scholarship; small stipend; 3 hours private lessons

SC — Stage Crew

Members of the Stage Crew must be 18 years of age; have experience in technical theatre work; and qualify for a Counselor position. Duties include maintenance, supervision, and tracking of all Festival equipment; setup and breakdown for all ensembles, rehearsals, and concerts; extra-early arrival and extra-late departure from the Festival. The Stage Crew reports directly to the Head of Stage Crew and to the NYSMF Administration.

Compensation: 100% tuition and fees scholarship; small stipend; 3 hours private lessons

TA — Teaching Assistants

Teaching Assistants must be enrolled in graduate school; be exceptional musicians; and have professional interest in developing teaching skills. Duties include serving as Music Librarians; coaching ensembles; leading sectionals; and other administrative and musical support for the faculty.

Compensation: 100% tuition and fees scholarship; small stipend; 3 hours private lessons

DEADLINE

Complete applications must be received via email or fax on or before February 15, 2013. Applications must contain all required components, and must all arrive in the same email.

HOW TO APPLY

- + Applications may be emailed to jobs@nysmf.org, or faxed to (888) 632-3221. Hardcopy applications will not be accepted.
- + All required parts of your application **MUST** arrive in a single email or fax.
- + The required performance recording must be uploaded to YouTube (or comparable site) and a link to the file must be included in your application email. *Please make sure to test the link before sending your application.*

STAFF DUTIES AND RESPONSIBILITIES

- + **Observe, uphold, and enforce all rules of the Festival.**
- + **Supervise Students.** This includes living in the dorms alongside students; serving as mentors and role models; and ensuring their safety and well-being at all times.
- + **Protect Equipment and Facilities.** Includes arriving up to 3 days before and departing 2 days after the Festival for training, setup, and close-down (C, SC, and TAs only); keeping the dorms and auditorium neat; reporting damage; etc.
- + **Assist Faculty, Conductors, and Administration.** Includes fulfilling office hour requirements; participating in daily check-in and attendance rolls for students; and in general helping out in any way to ensure the smooth operation of the Festival.

Additional job responsibilities may be assigned or required based on skills, qualifications, and other factors. Staff members are subject to ongoing performance evaluations and may be dismissed or promoted at any time, based on the performance of their duties.

Please ensure your email address is complete, correct, and legible. All NYSMF correspondence is done via email.



STAFF APPLICATION FORM + NYSMF 2013 (page 1 of 2)

REQUIRED FORMS

All parts of the application MUST be sent in one email to jobs@nysmf.org. Items sent separately will be discarded.

All applications for all positions must include the following:

- Staff Application Form
- Staff Recommendation Letter
- Performance/Audition Recording

In addition to the above items, FA and CIT applications must ALSO include:

- Festival Application
- Teacher Recommendation Form
- Application Fee

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I. PERSONAL INFORMATION

Name: _____ Soc. Sec.#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____ Home Phone: (_____) _____

Work Phone: (_____) _____ Mobile Phone: (_____) _____

Date of Birth: ____ / ____ / ____ Age Category as of June 24, 2013: Under 18 Over 18 Over 21

Primary Instrument (circle below) No. of Years Played _____ Jazz? Y N

Violin	Viola	Cello	Double Bass	Flute	Oboe	English Horn	Clarinet
Bassoon	Saxophone	Trumpet	Trombone	Euphonium	Horn	Tuba	Percussion
Drum Set	Piano	Guitar	Harp	Voice	Other _____		

Additional Instruments (circle below)

Violin	Viola	Cello	Double Bass	Flute	Oboe	English Horn	Clarinet
Bassoon	Saxophone	Trumpet	Trombone	Euphonium	Horn	Tuba	Percussion
Drum Set	Piano	Guitar	Harp	Voice	Other _____		

II. REFERENCES

Please list three individuals whom we may contact for professional employment references. Do not list relatives or personal friends.

1) Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ E-Mail: _____

Phone: (_____) _____ Relationship: _____ Dates: _____

2) Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ E-Mail: _____

Phone: (_____) _____ Relationship: _____ Dates: _____

3) Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____ E-Mail: _____

Phone: (_____) _____ Relationship: _____ Dates: _____

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III. EMPLOYMENT INFORMATION

Please specify for which position you are applying (check one):

- checkbox Festival Assistant (FA) checkbox Counselor in Training (CIT) checkbox Counselor (C) checkbox Stage Crew (SC) checkbox Teaching Assistantship (TA)

IV. EDUCATION & PROFESSIONAL INFORMATION

Please send your resume with a completed application, including the following information as it relates to the position you seek.

- A. Educational Background: (school name / years attended / major / degree) B. Camp Experience: (camp name / years attended / director's name & telephone) C. Instrumental/Vocal Study: (major teachers / years of study) D. Teaching Experience: (subject / years taught / location / levels) E. Conducting/Coaching Experience: (ensemble / years taught / location / level) F. Administrative Experience: (institution name / position / duties)

Please list here any CPR, American Red Cross, or Life-Guarding certifications you hold that will be valid during the summer: _____

V. NARRATIVE RESPONSES

Please respond to the questions below on a separate sheet.

- 1) Why do you believe music camp is important to young musicians? 2) How would you contribute to a successful summer at NYSMF? 3) What do you hope to gain by joining us for the summer? 4) Why do you like working with children? 5) Is there anything else you would like us to know?

Please also list any hobbies or recreational activities that interest you.

VI. BACKGROUND CHECK

- 1) Have you ever been convicted of sexual or child abuse? checkbox Yes checkbox No

If so, when and where? _____

- 2) Have you ever been convicted of any criminal offense? checkbox Yes checkbox No

If so, when and where? _____

I understand that NYSMF may investigate my work and personal history, verifying all information given on this application, related papers, and in interviews, including a criminal background and license check. I hereby authorize any individual(s), school(s), or firm(s) to provide any information requested about me and hereby release them from all liability for damage in providing this information. I certify that all statements in this form and other information provided by me in applying for this position are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature: _____ Date: ____ / ____ / ____

Please fax or email this form to NYSMF at (888) 632-3221 or jobs@nysmf.org. Thank you.

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New York Summer Music Festival + 2013 Season
STAFF RECOMMENDATION LETTER (page 1 of 2)

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Section I (To be completed by the applicant):

Name: _____

Position applying for:

- Festival Assistant (FA)
Counselor in Training (CIT)
Counselor (C)
Stage Crew (SC)
Teaching Assistantship (TA)

In accordance with the provisions of the Family Rights and Privacy Act, the following report is to be regarded as:

- Confidential - I waive my right of review
Non-Confidential - I retain my right of review

Signature: _____ Date: ____ / ____ / ____

Section II (To be completed by the recommender):

Name: _____

Title and/or position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____ Home Phone: (____) _____

Work Phone: (____) _____ Mobile Phone: (____) _____

Describe how long you have known the applicant and in what capacity. Please include dates.

Four horizontal lines for describing the relationship with the applicant.

How well does the candidate take direction?

Three horizontal lines for describing how well the candidate takes direction.

What is the candidate's greatest strength?

Three horizontal lines for describing the candidate's greatest strength.

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Are there any weaknesses of the candidate we should be aware of?

Is the candidate a team player?

How are the candidate's peer relations?

Have you had a chance to observe the candidate with children? Yes No

If so, what ages and in what capacity?

If applicable, please comment on the candidate's work with children.

If you had a child, would you feel comfortable knowing the candidate was working with and potentially living with them in a dormitory?

Do you recommend the candidate for this position?

Please feel free to add any additional comments on the back of this sheet. The NYSMF staff may contact you to verify this recommendation. Thank you for your time.

Signature: _____ Date: ____ / ____ / _____

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