



Mary Markquart Center

**TITLE:** Music Program Intern

**PERFORMANCE**

**PROFILE SOURCE:** Intern

**DEPARTMENT:** Programming

**REPORTS TO:** Center Director

**PRIMARY FUNCTION:**

Under the supervision of the Center Director, assists with creating Club member music lesson, facilitating Music Maker programming and teaching members how to use music recording equipment.

**KEY ROLES (Essential Job Responsibilities):**

- Serves all Club members 3<sup>rd</sup> grade and above, taking turns between 3<sup>rd</sup>-5<sup>th</sup> grade and 6<sup>th</sup> grade and above
- Program facilitation around all forms of music involvement (drama, instrumental, recordings, discussions, etc.)
- Assists with behavior challenges as needed
- Assists with preventing and overseeing potential miscommunications
- Create one music game new to the Club

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

\_\_\_\_\_  
Incumbent Date

Reviewed by:

\_\_\_\_\_  
Center Director Date