



ExxonMobil Community Summer Jobs Program

Full Time 8 Week (35 hours per week) PAID INTERNSHIP: June 7-July 30, 2010

JOB DESCRIPTION: DIGITAL MUSIC FILE PRODUCER

Oversee the transfer of the Choristers Guild music library from hard copy to digital electronic format

Areas of responsibility

- o Preparation of hard copy music pieces.
- o Scanning of hard copy music pieces.
- o Extracting unnecessary pages from scanned files.
- o Creating InDesign files and importing scanned pages into files.
- o Positioning and rotating image when necessary.
- o Blocking out of barcodes.
- o Exporting press quality PDFs.
- o Uploading files into digital printing system.

Administrative assistance

- o Membership recruitment.
- o Website maintenance.
- o Assist in marketing efforts/communications.
- o Contact denominational synods, conferences, etc to post events in newsletters.
- o Contact festival directors regarding using Choristers Guild music.
- o Check periodicals for reviewers of new issues.
- o Check periodicals for new potential advertisers.
- o Search for Chorister Guild clinicians doing festivals creating potential advertising sources.

Qualifications

- o Must be currently enrolled as an undergraduate who has completed his or her freshman year and will be returning as a full-time sophomore, junior, or senior in the fall of 2010.
- o Strong knowledge of Word and Excel with a working knowledge of Access, InDesign and Acrobat.
- o Ability to meet regular deadlines and be detail oriented.

Compensation

- o \$2,750.00 for the eight week period paid in bimonthly installments.
- o Free access to office complex fitness center during internship.

Email cover letter and resume to manager@mailcg.org with INTERNSHIP APPLICATION in the subject line. Applications will be reviewed beginning February 22. Position to be filled by the week of March 22.

Choristers Guild, 12404 Park Central Drive, Suite 100, Dallas, TX 75251-1802
Internship sponsored by ExxonMobil Community Summer Jobs Program