Motyl Chamber Ensemble is a chamber music group dedicated to performing works by composers whose lives “were cut short or radically transformed by Holocaust”.

“Working as an administrative assistant intern for both Motyl Chamber Ensemble and MusicWise was a great way to explore the field of arts administration. Not only did I gain experience in working with a performing arts group, I also gained experience working with a private music teaching company.”

“This was definitely a more non-traditional type of internship. Much of the work can be done from my own computer in the convenience of my own dorm, but I also regularly meet with my supervisor who is also the Artistic Director of Motyl and the Director of MusicWise at her own apartment because there is no dedicated office space.”

“Excel spreadsheets, Google Docs, QuickBooks Online, and multiple email accounts were central to my internship experience!”

“Although administrative work can be tedious at times, the fact that it is all done for the sake of music makes the work interesting and exciting!”

“My internship experience has definitely taught me how to work well independently. Staying organized with your to-do lists, keeping track of all deadlines, and properly manage your email accounts are of the UTMOST IMPORTANCE!”

TYPICAL TO-DO LIST:
- Call Ripley-Grier studio to reserve rehearsal space for Motyl Chamber Ensemble
- Write hand-written thank you note for Motyl Donors
- Update Motyl website with upcoming concert list
- Create a concert program for upcoming concert at The Bryant Library
- Make copies of Mendelssohn’s Opus 44 and send out parts to musicians

“Time management is key to a successful internship AND a successful spring semester. It can be challenging especially with virtual internships, but the important thing is that you know when to do your homeworks and when to respond to those emails for work. At the same time, however, be mindful of any time-sensitive thing on your to-do list. Make sure you are always on the same page as your supervisor when it comes to deadlines!”

MusicWise is a private music teaching company dedicated to engage children with music and introduce them to violin, cello, guitar, and piano.
7 AM - Up bright and early on this fine Wednesday! I need to pick up Mendelssohn’s Op. 44 from the music library before taking the 1 train to work today!

8 AM - Breakfast at a Deli across the street from my workplace! This way I can make sure that I will get to my workplace exactly on time (not to mention this deli has the best cinnamon raisin bagel).

9 AM - Morning run to Staples! I use the company’s credit card to buy office supplies such as envelopes, mailing labels, printing paper, etc.

9:30 AM - Time to respond to all the emails for MusicWise! I need to make a list of all attendees that RSVP’d for the upcoming recital at Steinway Hall.

10:45 AM - Time to respond to all the emails for Motyl Chamber Ensemble! I have to finalize the details for Motyl’s upcoming performance at St. Francis’ College!

12 PM - Work with my supervisor on generating all payrolls for MusicWise teachers and Motyl’s Musicians!

1 PM - Lunch Break! I like to grab a quick slice of pizza and some sparkling water to keep me energized and refreshed.

1:30 PM - Back to work! My big project now is to set up Excel Spreadsheets to maintain a database of income, expenses, and list of concerts for Motyl and MusicWise.

2:30 PM - Motyl’s concert is coming up soon! Time to create a concert program complete with short bio and list of upcoming concerts for all the audiences!

3 PM - That’s it for the day! Time to take the 1 train back to Columbia and grab some early dinner before going to my 6 pm Lit Hum class!