



Summer Music Intern

The Summer Music Intern is hired by and accountable to the Director of the Duke Catholic Center, and works collaboratively with the other members of the DCC ministry team. The Summer Music Intern reports directly to the Director of Music. If interested, send resume to andrew.witchger@duke.edu.

RESPONSIBILITIES

- **Pastoral:**
 - Be present for, participate in, and encourage/invite students to engage in: Sunday and Holy Day Masses; Holy Hour; Penance Services; Retreat Experiences; Tuesday Night Dinner; various catechetical, social, and other programs as assigned.
 - Develop relationships with Catholic students by being visible on campus and connecting individually with students.
- **Administration:**
 - Update and maintain music library, weekly choir, and orchestra books.
 - Prepare all materials for weekend liturgies including set-up and take-down of musical equipment.
 - Actively participate in regular DCC Staff meetings and assist in planning of DCC programming.
 - Represent the Duke Catholic Center to Duke University, the Diocese of Raleigh, and the general public.
- **Professional Development:**
 - Commit appropriate time to continue developing spiritually as a Minister of the Gospel.
- **Other responsibilities as assigned**

QUALIFICATIONS

- **Education**
 - Pursuit of an undergraduate degree
 - Understanding of musical notation is preferred
- **Other**
 - Practicing Roman Catholic
 - Experience in college campus ministry (as a student) is preferred
 - Organizational skills

HOURS

- The Summer Intern has flexible hours as a 40-hour per week position.
- Given Sunday is a full work day, one day a week is take off, usually Friday.
- Position begins May 15th and ends August 15th (flexible)

COMPENSATION

- \$7.25 per hour
- Housing is secured. Interns pay a subsidized rent of \$500 per month (\$1,500 for the summer; all utilities/internet included).