



eastern music festival

## 2024 HEAD COUNSELOR

### REPORTS TO:

Dean of Students

Melissa Edwards, Director of Education

EMF's counseling staff ensures the physical and emotional well-being of EMF students and contributes to a positive learning environment. The Head Counselor plays a leadership role in supporting the functions and morale of the counselor cohort. By consistently implementing established policies, addressing student concerns, resolving conflicts, and providing needed services, counselors play an important day-to-day role at the Festival.

All counselors (Head Counselor and Counselors) will participate in intensive training in security procedures, safety procedures, health procedures, handling incidents that violate policy, working with students, leadership, and more.

All counselors must be thoroughly familiar with the contents of the EMF Student Handbook, which contains the policies and procedures that they must uphold.

It is expressly understood that all counselors are subject to the EMF Alcohol/Drug Policy as stated in the Handbook. It is also expressly understood that counselors, while providing a supportive and positive environment for students, will refrain from relationships of an intimate nature with all students regardless of age. Any violation of this paragraph shall subject the counselor to dismissal.

### EMF HEAD COUNSELOR WILL:

- Establish and maintain positive, healthy, mentoring relationships with students
- Maintain a positive, orderly environment in the residence hall at all times and enforce established policies for student conduct
- Oversee Counselor scheduling
- Work in the counseling office as needed, maintain a presence in the residence hall throughout the day and night, and respond as needed to problems, phone calls, and emergencies
- Oversee nightly check-in of assigned students, including enforcement of curfew and location of any unaccounted for students and report any events to the Dean and Associate Dean of Students
- Oversee the registering of all residence hall visitors and enforce visiting policies
- Provide information and guidance to students as needed in a positive manner
- Provide support services, such as emergency medical support, mail distribution, transportation, phone reception, and message delivery, as needed
- Support recreational and social activities as assigned, including chaperoning off-campus trips
- Run Counselor/floor meetings as needed to address problems and/or promote communication
- Evaluate overall Counselor morale; implement team building/bonding exercises as needed
- Assist in areas other than listed above, as needed

All summer staff members are encouraged to attend a wide variety of concerts, educational programs, fundraising events, etc., to gain a thorough understanding of all aspects of the artistic and administrative activities of the Festival. Summer staff may occasionally be assigned to projects outside of their position descriptions, as needed.

**STIPEND:** \$1,400 plus room and board and a Cafeteria Meal Card

**ARRIVAL DATE:** Monday, June 17, 2024

**DEPARTURE DATE:** Monday, July 29, 2024

## APPLICATION PROCESS

Please email your resumé, cover letter, and a completed EMF Summer Staff Application Form to [info@easternmusicfestival.org](mailto:info@easternmusicfestival.org) with the subject line “EMF Summer Work.” Download the EMF Summer Staff Application Form from [easternmusicfestival.org/employment/](http://easternmusicfestival.org/employment/). Deadline for receipt of application is **February 28, 2024**.

## QUESTIONS?

[info@easternmusicfestival.org](mailto:info@easternmusicfestival.org)  
(336) 333-7450 ext. 222

## About Eastern Music Festival:

For over six decades, Eastern Music Festival (EMF), a nationally recognized classical music festival and summer educational program, is produced each summer on the campus of Guilford College in Greensboro, North Carolina. EMF is distinguished by its accomplished faculty, exhilarating repertoire and performances, and renowned visiting artists under the artistic direction of Gerard Schwarz. A powerful teaching institution, EMF provides encouragement and guidance to hundreds of young musicians from across the country and around the globe as they take their first steps towards careers in the performing arts. EMF’s five-week 63rd season is June 22 – July 27, 2024. For more information, visit [easternmusicfestival.org](http://easternmusicfestival.org). Follow EMF on [Facebook](#), [Instagram](#), and [YouTube](#).