

**M** Manhattan  
School of Music

**CENTER FOR  
CAREER  
READINESS &  
COMMUNITY  
IMPACT (CCRCI)  
HANDBOOK  
2025–2026**

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# **INTRODUCTION**

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The Center for Career Readiness & Community Impact (CCRCI) guides MSM students and recent graduates as they pursue personally meaningful career paths.

Navigating the evolving landscape of a career in the performing arts requires artists to develop and refine new skills that will expand and enhance both their career opportunities and their impact on society. The CCRCI brings heightened relevance to students' educational needs and reflects MSM's goal of graduating culturally responsive artist-citizens.

Under the direction of Rebecca Charnow (Dean of Youth Education and Community-Career Connections; College Faculty) and Chris Vaughn (Director, Center for Career Readiness & Community Impact), the CCRCI closely reflects student learning outcomes for all related coursework.

# MISSION AND STATEMENT OF SUPPORT

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The mission of The Center for Career Readiness & Community Impact is:

- To support students' educational and professional growth as they pursue personally meaningful career paths
- To provide experiential learning opportunities
- To reflect our goal of graduating culturally responsive artist-citizens

In addition to career-advancing coursework, the program's highlights include: a series of arts partnerships with local K–12 schools and memory care facilities; MSM performances for visiting school groups; teaching placements for CCRCI participants; a dynamic calendar of Setting the Stage workshops, resources for current students/alumni (including the Hire A Musician referral service, Private Teacher Directory, and Online Opportunities Board), and one-on-one career advising. In addition, the CCRCI facilitates credit-bearing internships that offer an array of experiential learning opportunities to enhance students' education.

MSM's Community Impact programming is made possible by the generous support of:

- The Rubin Ladd Foundation
- Cornelia T. Bailey Foundation
- The Barker Welfare Foundation
- An Anonymous Donor
- The Wonderful Foundation.

## **FACULTY AND STAFF**

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### **Rebecca Charnow**

Dean of Youth Education and Community-Career Connections;  
College Faculty  
rcharnow@msmny.edu

### **Chris Vaughn**

Director, Center for Career Readiness & Community Impact  
cvaughn@msmny.edu

## **CCRCI OFFICE INFORMATION**

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**The Center for Career Readiness & Community Impact  
(CCRCI) is in  
Room M-113, just behind the Student Lounge.**

**CCRCI Main Office (M-113)  
centerforimpact@msmny.edu  
917-493-4502**

# **CAREER-ADVANCING COURSEWORK**

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The CCRCI offers coursework that provides career readiness skills for multi-faceted careers in the arts.

## **JC2360 Jazz Musician as Educator**

*Monday, 10:00 AM–11:50 AM (Session #1)*

*Monday, 12:00PM–1:50 PM (Session #2)*

2 hours weekly/2 credits/Spring semester. This course is designed to develop skills in the teaching of jazz music. The student will be exposed to a variety of materials, techniques, and philosophies. The course focuses on program development for and performance in MSM's elementary and middle school jazz education community series. Included are the study of ensemble and rehearsal techniques and other factors pertinent to operating a jazz/commercial music program.

## **ME 1500 Practical Foundations for Music Careers**

### Fall Semester:

*Wednesday, 10:00 AM–11:50 AM (Orchestra Session #1)*

*Thursday, 2:00 PM–3:50 PM (Piano Session #1)*

*Thursday, 4:00 PM–5:50 PM (Piano Session #2)*

*Friday, 12:30 PM–2:20 PM (Orchestra Session #2)*

### Spring Semester:

*Thursday, 10:00 AM–11:50 AM (Jazz)*

*Thursday, 4:00 PM–5:50 PM (Musical Theater)*

*Friday, 10:00 AM–11:50 AM (Classical Voice)*

2 hours weekly/2 credits. This course is designed to build career readiness and to prepare students for multi-faceted professional careers. In today's marketplace, musicians need more than just artistic excellence; entrepreneurial skills as well as vision and initiative are often paramount to building rewarding and

sustainable music careers. Course highlights include a focus on audience engagement, communication and promotion, creativity and innovation, an exploration of the arts economy, financial management and fundraising, expanding career, networking, promotional and public speaking skills, and understanding more about value creation and making an impact. The class includes professional networking with guest visits from industry professionals. This is a required class for all undergraduates. Course offered Fall or Spring depending on major.

## ME 1700 Becoming an Arts Ambassador

*Friday, 11:00 AM–11:50 AM*

1 hour weekly/1 elective credit/Spring semester. This elective course takes students through the creation of performance modules, combining narratives and storytelling with individual musical selections. Students will perform these creations and participate in a variety of events where they will gain hands-on training in becoming arts ambassadors, advocating for their art forms, and interacting with a variety of professionals in the field. Offered Spring only.

## ME 1900 Internship

10 hours weekly off-campus/3 elective credits. MSM's Internship Program offers real-world experience, skills and contacts that enhance on-campus coursework and foster career readiness. Students eager to gain professional arts experience in one of the world's most dynamic cities have a terrific array of internship possibilities to enhance their education. Internships for current students are arranged for one semester. Students may only enroll once per their degree program. Interested students must apply through the CCRCI office before registering. Available Fall and Spring to juniors, seniors, and graduate students.

## ME 2001 Advanced Practicum for Careers in Contemporary Performance

*Tuesday, 10:00 AM–11:50 AM*

2 hours weekly/2 credits/Spring semester. In this graduate level course students plan and launch their own entrepreneurial ventures. In a supportive “think tank” environment, students create business plans, budgets, and action steps to achieve their desired professional goals. Class work includes relevant readings, research, and mentoring. Past projects have included starting a new festival, creating a performance series, outreach program, and launching an online booking service. This is a required course for graduate students in the Contemporary Performance program. This course may substitute for ME1500 with faculty approval. Offered Spring only.

## ME 2600 Career Essentials for the Orchestral Musician

*Tuesday, 12:00 PM–1:50 PM*

2 hours weekly/2 credits/Spring semester. This course is designed to equip orchestral students with the knowledge and perspective needed to succeed as professional orchestral players in a changing industry. The class covers essential organizational, financial, and programmatic issues affecting orchestras and their entrepreneurial possibilities for the future. There will be guest speakers throughout the semester. The course is required for graduate students in the Orchestral Performance program and is available to others with permission from the instructor. Offered Fall only.

## ME 2700 Professional Performance Diploma Seminar

*Monday, 10:30 AM–11:50 AM*

*Friday, 10:30 AM–11:50 AM*

3 hours weekly/3 credits/Fall semester. This multi-module course provides students with an integrative approach to the fundamental skills and knowledge to build a contemporary professional portfolio.

Students in this seminar class will undertake three 4-week modules of study, as follows:

- Career Readiness-to develop promotional, networking, and collaborative skills for workforce readiness
- Community Engagement -to enhance pedagogical strategies and best practices for creating meaningful musical experiences for community audiences
- Technological Fluency -to utilize multiple media and digital tools for artistic expression.

At the conclusion of the course, each student will select a core area of further study to be approved by their major teacher, the chairperson of the core area, and the Dean of Academic Affairs. This course will help students identify opportunities in a subsequent semester for an experiential component, such as teaching fieldwork, internships, independent study, etc. that are required for this diploma program. Individual advisement will be offered to each student by the Dean of Youth Education and Community-Career Connection.

## OP 2251 Musician as Educator

*Tuesday, 10:00 AM–11:50 AM*

Variable hours weekly/1 credit/Fall semester. Students in this course receive training on how to become effective artist-educators. The course will include in-class lectures, group working sessions, and presentations for schoolchildren. Required for all first-year Orchestral Performance students; open to all orchestral graduate students. Students will learn about being a professional teaching artist, will be introduced to a variety of pedagogical methods, and will experience a variety of preK-12 school settings via performance experiences. Offered Fall only.

## PT 1050 Arts & Education Training

*Thursday, 12:30 PM–2:20 PM*

2 hours weekly/2 credits/Spring semester. This course provides fieldwork opportunities for students interested in becoming teaching artists or music teachers within a school setting. Students enrolled in this course will observe, compare and evaluate music education programs in a diverse array of New York City schools. Class lectures will cover budgeting and advocacy for music education programs. Offered Spring only.

## PT 1200 Community Engagement for Musicians

*Monday, 10:00 AM–11:50 AM*

2 hours weekly/1 credit/Spring semester. Students in this course will learn how to create and present effective, interactive, and meaningful performances for underserved outreach audiences. Lectures will focus on music and the brain, memory, and healing. Guest speakers will include experts in the field of gerontology, Alzheimer's Disease, developmental disabilities, and music therapy. Students will perform remotely or in-person at various local community venues including hospitals, senior residences, and memory care facilities. This is an elective course open to undergraduates and graduates. Offered Spring only.

## PT 2101 Fundamentals of Music Education

*Tuesday, 12:30 PM–2:20 PM*

2 hours weekly/2 elective credits/Spring semester. Students in this course will be introduced to the basic fundamentals of teaching music in a children's classroom setting. The course will cover: lesson planning and curriculum development for a general music classroom; various teaching methodologies; early childhood music and movement; recorder pedagogy; teaching music to students with disabilities and neurodiversity; classroom management resources; assessment. Offered Fall and Spring semesters.

# INTERNSHIP PROGRAM

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The CCRCI Internship Program offers real-world experience, skills and contacts that enhance on-campus coursework and foster career readiness.

Students eager to gain professional arts experience in one of the world's most dynamic cities have a terrific array of possibilities to enhance their education. Internships for current students (juniors, seniors, and graduate students) are arranged for one semester, are for 3 credits, and are unpaid.

MSM's Internship Program partners with multiple organizations in NYC, and the list is expanding. Some (but not all) of our past and current partners include:



## How do I apply?

Application for the CCRCI Internship Program can be found online at [www.msmnyc.edu/internships](http://www.msmnyc.edu/internships)

Once you've filled out the application, and after the application deadline, the CCRCI office will set up an appointment to provide additional information about possible internships and will assist you with your materials; this will include preparing you to submit your résumé and cover letters to organizations requesting internship interviews.

## **How do I get academic credit?**

In addition to the procedure above, students should register for ME 1900 for 3 credits. Please fill out the application form first, before registering: approval is required.

If you are accepted, you will be given an internship contract for the semester, to be signed by you, the CCRCI Director and your internship supervisor.

During the internship, keep an ongoing log of work done, contacts made, observations about the specific organization, and copies of written materials you produce. You'll be required to send updates to the program supervisor about the progress of your internship and the work you're doing on a weekly basis, via Canvas. At the end of the semester, submit a final paper (750 words) describing and assessing your internship experience: what you learned, what you accomplished, what surprised you, etc.

## COMMUNITY IMPACT

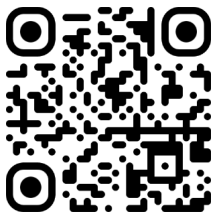
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Manhattan School of Music provides high-quality musical performances and instruction to 2,000 New York residents every year.

The CCRCI's Community Impact program connects with thousands of New Yorkers by performing and bringing music to schools (PreK – grade 12), senior living residences, hospices, and other community centers throughout New York.

Manhattan School of Music students teach and perform in preK-12 schools in Upper Manhattan. School groups are also invited to Manhattan School of Music's campus for educational performances throughout the year. Additionally, Manhattan School of Music students present meaningful musical performances for elder audiences and their caregivers in senior living residences, memory care programs, and community centers in New York. All performances are followed by a Q&A and meet & greet session. Students learn how to expand their performance techniques in nontraditional concert settings and how to artistically engage with their audience.

*Students interested in Community Impact performance and teaching opportunities during the academic year can sign up via scanning the QR code below:*





*BSU Concert at P.S. 36 (2024-2025)*



*Freshman Pops Concert at The Apsley  
(2024-2025)*



*Strings Concert at Children's Museum of  
Manhattan (2024-2025)*



*Strings Demonstration at The Cathedral School (2024-2025)*

# **PATHWAY PROGRAM WITH TEACHERS COLLEGE COLUMBIA UNIVERSITY**

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Manhattan School of Music and Teachers College, Columbia University offer a partner Pathway Program at the master's level. This accelerated program, designed to be completed in approximately three years, gives the student an M.M. (Master of Music) from Manhattan School of Music and an Ed.M. (Master of Education) in Music Education with New York State K–12 Music Teacher Certification from Teachers College Columbia University.

Students spend the first two years at Manhattan School of Music completing requirements for the Master of Music degree; they must identify their interest in the pathway program during their first semester, in time to complete course requirements at Manhattan School of Music. Students must complete 11–13 credits of required coursework at Manhattan School of Music, as well as a minimum of 35 hours of supervised CCRCI fieldwork. Coursework will begin at Teachers College in the summer after MSM graduation.

To be considered for acceptance into the program, Manhattan School of Music students must have at least a 3.0 GPA and successfully complete the Teachers College admission process, which involves:

- Applying to Teachers College by submitting an application form and fee
- Successful progress review meeting in third semester with the Dean of Youth Education and Community-Career Connections
- Supplying two letters of recommendation from Manhattan School of Music: one from the Dean of Youth Education and Community-Career Connections and one from the Dean of Academic Affairs

- Providing official transcripts for all undergraduate and graduate work
- Submitting a personal statement about teaching experiences at Manhattan School of Music and the decision to pursue an additional degree in music education

For detailed information, please contact the Dean of Youth Education and Community-Career Connections at Manhattan School of Music.

## **ADMISSION REQUIREMENTS**

- Acceptance into MM program at Manhattan School of Music
- Successful fulfillment of required Manhattan School of Music coursework and fieldwork
- A GPA of at least 3.0
- Completed Teachers College application
- Teachers College TOEFL requirements

Application materials are due to Teachers College in early January of your final semester at Manhattan School of Music.

For more information, go to:

**<https://www.tc.columbia.edu/admission/how-to-apply/>**

Financial Aid is available.

## **CONTACT INFORMATION**

Rebecca Charnow, Dean of Youth Education and Community-Career Connections, [rcharnow@msmny.edu](mailto:rcharnow@msmny.edu), (917) 493-4404

# SETTING THE STAGE WORKSHOP SERIES

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Each school year The Center for Career Readiness & Community Impact (CCRCI) produces dozens of informative Setting the Stage panel discussions and hands-on workshops. A range of music professionals and entrepreneurs, including many MSM alumni, share valuable career information.

For an up-to-date calendar of upcoming Setting the Stage Workshops, please visit [msmnyc.edu/settingthestage](https://msmnyc.edu/settingthestage)

# RESOURCES FOR CURRENT STUDENTS

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## HIRE A MUSICIAN REQUEST BOARD

Potential clients request musician(s) for upcoming events via filling out the CCRCI's Hire a Musician Request form. This information is automatically posted to the Hire a Musician Request Board. (The Hire a Musician Request Board is monitored by the CCRCI office. Any inaccurate or inappropriate requests are promptly removed.)

Students who are 100% able to make a professional commitment should respond to the potential client directly.

- You are responsible for reaching out to the potential client promptly, and in a professional manner. Final decisions for hiring are made by potential clients, so including URLs to professional videos and/or audio examples can greatly increase your chances of making an impression. If you need someone in the CCRCI office to look over your draft email, please send it to [centerforimpact@msmny.edu](mailto:centerforimpact@msmny.edu).
- If the request is for an ensemble, you must act as the main contact and professional liaison for your group.
- *Regarding your rates: Budget details are included in all posted requests. The final fee should be confirmed between you and the potential client. Your negotiated fee is 100% yours.*

If/when the potential client hires you, immediately fill out the CCRCI's **Hire a Musician Report**. As this is a complimentary service offered to MSM students, these form responses help the CCRCI to track and monitor clients.

If you become unavailable for an event you've been hired for, it is your sole responsibility to immediately contact the client and let them know, along with providing contact information for three MSM musicians who are interested and available, as potential replacements.

**INTERNATIONAL STUDENTS:** Approved CPT is required to work off campus, and a social security number is required for all paid work. If you are hired, you are required to bring a completed CPT form (signed by your department head) along with a letter of employment from the client to the ISS office, **at least two weeks prior to the date of the event**. Any additional questions should be directed to [iss@msmny.edu](mailto:iss@msmny.edu).



## PRIVATE TEACHER DIRECTORY

Every year, the office receives hundreds of requests for private teachers.

To be considered for these teaching opportunities, experienced students and alumni must register by completing the Teacher Referral Form linked below. Your information will then be shared with those requesting listings of private teachers, and you may be contacted directly.

**NOTE:** Students and alumni must teach these private lessons off-campus, as they are not affiliated with the school's academic or performance offerings.

To register to be included in the Private Teacher Directory, visit [msmny.edu/hireamusician](http://msmny.edu/hireamusician), or scan the QR code below:



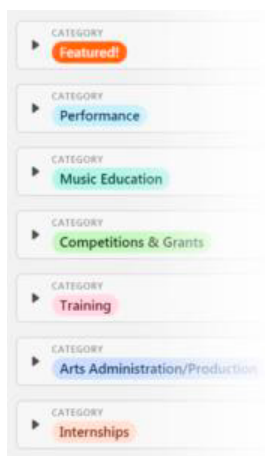
## ONLINE OPPORTUNITIES BOARD

The CCRCI Online Opportunities Board shares thousands of listings each school year with students, alumni, faculty and staff.

Postings include a range of longer-term performance, music education, arts administration and production jobs, as well as competitions & grants, training, internships, volunteer opportunities and more.

When using the Online Opportunities Board, please note that entries are grouped by category:

- Featured!
- Performance
- Music Education
- Competitions & Grants
- Training
- Arts Admin/Production
- Internships
- Festivals
- Volunteer



The most recently posted entries are at the top of each category. Use the arrows on the left to collapse or expand each category/date, click the filter button at the top to refine the opportunities, or click the *magnifying glass icon* on the top right to search for specific instruments, genres, or locations. (Due to current software limitations, sorting and filtering options are not yet available when viewed on a mobile device.)

## **ONE-ON-ONE CAREER ADVISING**

The CCRCI staff provides professional career advisory meetings in a supportive environment. In individual sessions, students can explore their goals and create action plans for success. Appointments may focus on career readiness materials (e.g. resumes, cover letters, bios and websites), upcoming projects, promotional materials, and more.

Graduates of MSM can utilize CCRCI one-on-one Career Advising resources for up to two years after graduation.

To make an appointment, please email [centerforimpact@msmnyc.edu](mailto:centerforimpact@msmnyc.edu).

## **TRAVEL ASSISTANCE PROGRAM (TAP)**

The Travel Assistance Program (TAP) provides assistance in the form of financial reimbursement to select MSM students for professional development and/or employment opportunities related to their chosen field.

Applications for the Travel Assistance Program (TAP) are accepted on an ongoing basis and must be for events taking place at least 14 days after submission.

### **Eligibility**

Undergraduate students in their third year or higher, and all graduate students, are eligible to apply for travel assistance to attend competitions, festivals, professional auditions, and additional professional training opportunities related to music and/or the performing arts.

### **Additional Criteria:**

- Students must be enrolled at Manhattan School of Music full-time, and either in their third year or higher of undergraduate studies or in their graduate studies.
- Travel assistance awards will not exceed \$500 for individuals or \$1,500 for ensembles of three or more students. (Ensemble members must apply individually.)
- Travel assistance for graduate or postgraduate school auditions is not available.
- Travel assistance for any opportunity where the applicant is paid is not available.
- Travel assistance for lodging, food, and/or per diem is not available.
- Travel paid for with airline miles, guest reward points, loyalty programs, etc. cannot be reimbursed.

### **Application Process:**

Applications will be considered on a case-by-case basis. Applications will be reviewed by a predetermined advisory committee comprised of MSM deans, full-time faculty, and staff.

Decisions will be made based on a student’s application proposal, academic standing, and successful fulfillment of a career readiness consultation with the CCRCI.

**Application Timeline:**

Applications for the Travel Assistance Program (TAP) are processed on a rolling basis and should be submitted a minimum of 14 days before event travel to the extent possible. Any additional questions regarding the TAP application timeline should be directed to [centerforimpact@msmny.edu](mailto:centerforimpact@msmny.edu).

**Additional Requirements:**

Upon approval, applicants will be required to submit the following to the CCRCI main office:

- A 200-word testimonial detailing their experience at the approved event. (For social media posts relevant to the event, applicants should additionally acknowledge The Center for Career Readiness & Community Impact via linking to [msmny.edu/CCRCI](http://msmny.edu/CCRCI))
- Itemized travel receipts
- Documentation of event attendance

To apply for the Travel Assistance Program (TAP), visit [www.msmny.edu/CCRCI](http://www.msmny.edu/CCRCI) or scan the QR code below:



