

**CENTER FOR
CAREER
READINESS &
COMMUNITY
IMPACT (CCRCI)
HANDBOOK
2026–2027**

TABLE OF CONTENTS

INTRODUCTION	2
MISSION AND STATEMENT OF SUPPORT	2
FACULTY AND STAFF	3
CAREER-ADVANCING COURSEWORK	4
INTERNSHIP PROGRAM	8
COMMUNITY IMPACT	10
MUSIC EDUCATION & PERFORMANCE PATHWAY PROGRAM	13
SETTING THE STAGE WORKSHOP SERIES	14
RESOURCES FOR CURRENT STUDENTS	15
HIRE A MUSICIAN REQUEST BOARD	15
PRIVATE TEACHER DIRECTORY	15
ONLINE OPPORTUNITIES BOARD	16
ONE-ON-ONE CAREER ADVISING	17
TRAVEL ASSISTANCE PROGRAM (TAP)	17

INTRODUCTION

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.

MISSION AND STATEMENT OF SUPPORT

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

- To support our 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** guest speakers; resources for current students/alumni (including the **Hire A Musician** request board, **Private Teacher Directory**, and **Online Opportunities Board**), one-on-one career advising, and the **Travel Assistance Program** (TAP). In addition, the CCRCI's internship program offers an array of experiential learning opportunities to enhance students' education.

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

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

FACULTY AND STAFF

Rebecca Charnow

Dean Of Community Education and Professional Pathways;
College Faculty
rcharnow@msmnyc.edu

Chris Vaughn

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

CCRCI OFFICE INFORMATION

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

CCRCI Main Office (M-113)

centerforimpact@msmnyc.edu

917-493-4502

CAREER-ADVANCING COURSEWORK

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

JC2360 Jazz Musician as Educator

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 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

2 hours weekly/2 credits. This course is designed to build career readiness and to prepare students for multi-faceted professional 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

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 ambassador, advocating for their art forms, and interacting with a variety of professionals in the field.

ME 1900 Internship

10 hours weekly off-campus/3 elective credits. 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 internships 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, as this course is by permission only. Available during the Fall or Spring semesters to juniors, seniors, and graduate students.

ME 2001 Advanced Practicum Careers in Contemporary Performance

2 hours weekly/2 credits/Spring semester. Many of the ensembles, organizations, and institutions that make up the new music scene and many of the careers of prominent new music players are intrinsically connected to what began as independent projects. In this graduate level course, students will develop an independent project that will help chart the course of their professional career. This project will involve planning and taking concrete practical steps towards bringing a creative idea that students are passionate about into practice. This is a required course for graduate students in the Contemporary Performance program. This course may substitute for ME1500 with faculty approval.

ME 2600 Career Essentials for the Orchestral Musician

2 hours weekly/2 credits/Fall semester. This course is intended for the ambitious and curious orchestral musician eager to explore a wide range of topics associated with a fulfilling career. Topics include essential organizational, financial, and programmatic issues affecting orchestras. The course is designed to equip orchestral students with the knowledge and perspective needed to succeed as professional musicians in a changing industry. This course is required for

graduate students in the Orchestral Performance program and is also available to others with permission from the instructor.

ME 2700 Professional Performance Diploma Seminar

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:

- I. Career Readiness-to develop promotional, networking, and collaborative skills for workforce readiness
- II. Community Engagement -to enhance pedagogical strategies and best practices for creating meaningful musical experiences for community audiences
- III. 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 Academic Division Dean or Major Teacher.

OP 2251 The Musician as Educator

Variable hours weekly/1 credit/Fall semester. Required of all first-year Orchestral Performance students; open to all orchestral graduate students. Students in this course receive training on how to become effective artist-educators as part of the Manhattan School of Music Community Impact Program. Students will be exposed to a variety of pedagogical methods and materials as they prepare and deliver educational presentations in New York City elementary and middle schools.

PT 1050 Arts & Education Training

2 hours weekly/2 credits/Spring semester. Open to undergraduate and graduate students of all majors, this course is designed for students interested in becoming teaching artists, music teachers, and/or music school administrators. Students enrolled in this course will observe, compare and evaluate music education programs in a diverse array of New York City schools and arts organizations. Class lectures cover practical aspects including budgeting, funding, policy, and advocacy for music education programs.

PT 1200 Community Engagement for Musicians

2 hours weekly/1 credit/Spring semester. Students in this course will learn how to create meaningful musical experiences for elderly audiences. Lectures will focus on music and memory.. Students will perform virtually and in-person for venues including hospitals, nursing homes, and facilities for adults with Alzheimer's disease. This is an elective course open to undergraduates and graduates.

PT 2101 Fundamentals of Music Education

2 hours weekly/2 elective credits/Spring semester. Students in this course will learn the fundamentals of teaching music to children in an elementary classroom setting. The course will include how to write a lesson plan, recorder pedagogy, the Kodaly method, classroom management skills, teaching children with disabilities, and assessment.

VX 2300 Career Essentials for the Classical Singer

Career Essentials for the Classical Singer guides students through skills-based topics and resources necessary to starting a career in the performing arts industry. Weekly lessons cover a broad range of current industry standards while utilizing a network of professional guests to speak on their various areas of expertise.

INTERNSHIP PROGRAM

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:

JAZZ AT LINCOLN CENTER

APOLLO

**AMERICAN
COMPOSERS
ORCHESTRA**

CAG
CONCERT ARTISTS GUILD

callonebrass

**HARMONY
PROGRAM**

**PRIMO
ARTISTS**

**MOZART FOR
UNCHIKINS**

**Opera
on Tap**

MIDORI FRIENDS

**ENGINE
ROOM
AUDIO**

**KIRSHBAUM
ASSOCIATES INC.**

How do I apply?

Application for the CCRCI Internship Program can be found online at **www.msmnyc.edu/internships**

All applicants will have a preliminary interview with the CCRCI office, including résumé and cover letter review.

(Please note: application and preliminary interview do not guarantee an internship placement. Final internship hiring decisions are determined by the selected partner organizations.)

How do I get academic credit?

After receiving an official internship offer by a partner organization, students should register for ME 1900 for 3 credits. All parties will sign an internship contract. Please note: The CCRCI Internship Program is unpaid.

Interns are required to work 10 hours per week for the entire semester. During the internship, students will submit a weekly journal entry on Canvas that will be graded. The journal entries should include a log of internship hours, work completed, contacts made, personal reflections, and copies of written materials.

At the end of the semester, interns will submit a final paper (750 words) that describes and assesses their internship experience.

International Students: CPT Approval is required prior to beginning your internship. Additionally, your internship hours count towards the CPT maximum allowed weekly hours.

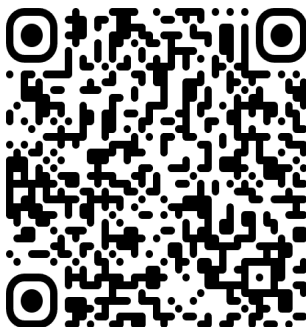
COMMUNITY IMPACT

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:





String Quartet Performance at Marble Collegiate Church (2025-2026)



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)

MUSIC EDUCATION & PERFORMANCE PATHWAY PROGRAM

Manhattan School of Music and Teachers College Columbia University offer a 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 to 13 credits of required coursework at Manhattan School of Music, as well as a minimum of 35 hours of supervised arts-in-education fieldwork.

Specific courses and degree sequence plans can be found in the Academic Catalog.

CONTACT INFORMATION

Rebecca Charnow

Dean of Community Education and Professional Pathways,
rcharnow@msmnyc.edu, (917) 493-4404

SETTING THE STAGE WORKSHOP SERIES

Each school year The Center for Career Readiness & Community Impact (CCRCI) produces dozens of informative Setting the Stage panel discussions and guest speaker appearances. 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 Guest Speakers, please visit **msmnyc.edu/settingthestage**.

RESOURCES FOR CURRENT STUDENTS

HIRE A MUSICIAN REQUEST BOARD

Clients submit requests through the CCRCI Hire a Musician form, which are posted to the Hire a Musician Request Board (monitored by the CCRCI office).

- Only respond if you are fully able to commit professionally. Reach out promptly, communicate clearly, and include links to high-quality audio/video.
- For ensemble requests, you must have a complete group ready and serve as the point of contact.
- A general budget is included in each request, but final fees are negotiated directly with the client. All earnings are yours.
- **Not sure how to approach a client or draft your message? Make an appointment with CCRCI by emailing centerforimpact@msmnyc.edu—we're here to help.**
- If you become unavailable after accepting a job, you must notify the client right away and provide three MSM musician referrals as replacements.
- If hired, complete the Hire a Musician Report form immediately. This helps us track opportunities and maintain the service.

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 apply for CPT along with a letter of employment from the client, **at least two weeks prior to the date of the event.** Any additional questions should be directed to iss@msmnyc.edu.

To access the Hire a Musician Request Board with your MSM email address, **visit msmnyc.edu/hireamusician.**

PRIVATE TEACHER DIRECTORY

The CCRCI office receives hundreds of private teaching requests each year.

To be considered, students and recent graduates with teaching experience must complete the Private Teacher Directory Registration form linked below. Your information will be shared with prospective clients who may contact you directly.

Note: All lessons must take place off campus, as they are not affiliated with MSM’s academic or performance programs.

To register to be included in the Private Teacher Directory, visit msmnyc.edu/hireamusician, or scan the QR code below:

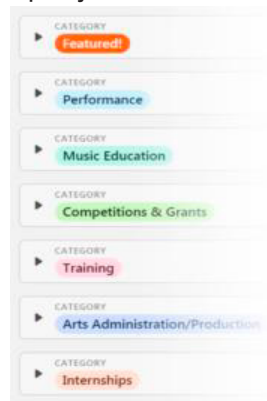


ONLINE OPPORTUNITIES BOARD

The CCRCI Online Opportunities Board provides access to thousands of listings each year for current students, and recent graduates.

Postings include long-term performance and teaching roles, arts administration and production jobs, as well as competitions, grants, training programs, internships, and on-campus jobs for current MSM students.

- Featured!
- Student Employment (on-campus)
- 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  icon on the top right to search for specific instruments, genres, or locations.

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.

TRAVEL ASSISTANCE PROGRAM (TAP)

The Travel Assistance Program (TAP) provides assistance in the form of financial reimbursement to select MSM students for competitions, festivals, professional auditions, and additional training 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

Select MSM students are eligible to apply for travel assistance to attend competitions, festivals, professional auditions, and additional training opportunities related to their chosen field.

Additional Criteria:

- Students must be enrolled at Manhattan School of Music full-time, and a junior, senior, MM, PS, PPD, DM1, or DM2 candidate.
- Travel assistance awards will not exceed \$500 for individuals or \$1,500 for ensembles of three or more students, per degree program. (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.
- All approved travel must be booked at the economy rate. MSM cannot provide reimbursement for first-class, business-class, or another premium cabin airfare.
- Travel fully paid for with Airline miles, Guest Reward Points, Loyalty Programs, etc. cannot be reimbursed.
- Students traveling during the academic year must have requested a Limited Leave of Absence (LLOA) before applying for travel assistance. To request a Limited Leave of Absence form, contact the Provost's Office at provost@msmnyc.edu.

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, demonstrated commitment to positive school citizenship, and successful fulfillment of a career readiness consultation with the CCRCI.

Application Timeline:

Applications for the Travel Assistance Program (TAP) are accepted on an ongoing basis and must be for event travel taking place at least 14 days after submission. Any additional questions regarding the TAP application timeline should be directed to centerforimpact@msmnyc.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 **msmnyc.edu/CCRCI**
- Itemized travel receipts
 - * NOTE: All approved travel must be booked at the economy rate. MSM cannot provide reimbursement for first-class, business-class, or another premium cabin airfare.
 - * NOTE: MSM cannot reimburse for checked luggage or cartage fees (including the transport of instruments or heavy equipment).
 - * NOTE: Travel fully paid for with Airline miles, Guest Reward Points, Loyalty Programs, etc. cannot be reimbursed.
- Documentation of event attendance

To apply for the Travel Assistance Program (TAP), visit **www.msmnyc.edu/CCRCI** or scan the QR code below:



