

San Francisco | Conservatory of Music

music

**San Francisco Conservatory of Music
Alumni Handbook 2010**

San Francisco Conservatory of Music Alumni Handbook 2009

The Alumni Handbook provides resources for alumni that are useful for career development. If you have questions or need assistance with the material provided here, please call the Alumni Coordinator at 415.503.6245, or email alum@sfc.edu.

Table of Contents

Keep in Touch	page 3
Continue Practical Training (International Students)	page 3
Market Yourself	page 4
Find a Job	page 5
Alumni ID Application	page 6/7

Keep in Touch

Alumni Coordinator: Michael Williams
San Francisco Conservatory of Music
50 Oak Street, San Francisco, CA 94102
415.503-6245
alum@sfc.edu

Website: <http://www.sfc.edu/alumni/alumni.aspx>

Alumni Directory The alumni directory update form enables you to submit your contact information and current news to the directory, on-line:
http://www.sfc.edu/alumni/alumni_directory.aspx

Alumni Performance Calendar The on-line form, ‘add my performance’, enables you to list your upcoming performances in the Bay Area and around the world, in the school calendar: <http://www.sfc.edu/calendar/calendar.aspx>

Alumni Opportunities lists current job openings and grant opportunities for musicians:
<http://www.sfc.edu/alumni/opportunities.aspx>

Building Hours The building hours are weekdays from 7:00 a.m. to 11:30 p.m. and weekends from 7:30 a.m. to 11:30 p.m.
Summer building hours are listed on our website.

Alumni Building Access and Library Use Please see complete information on page 6

Continue Practical Training

(For International Students)

Contact Ruby Pleasure at 415-503-6228 to explore the “Practical Training Permit”. This allows you to stay in the U.S. for one year after completion of your degree.

Market Yourself

Disclaimer: The resources listed here are suggested here have been suggested by other alumni. The fact that the resources are included on the list does not mean that the Conservatory has endorsed them.

Resumé

Resumé for Musicians: Instrumentalists

http://www.studentaffairs.cmu.edu/career/careerbriefs/res_music.html

Resumé Tutorial

<http://www.berkleemusic.com/billboard/resources/resumetutorial/>

Biography

How to Write an Artist Bio

<http://www.musicbizacademy.com/knab/articles/artistbio.htm>

Headshots

Rory Mcnamara	Santa Rosa	(707) 568-3294	rcmcnamara@aol.com
Matthew Washburn	San Francisco	(559) 707-0967	matthew@washburnimagery.com

Business Cards

VistaPrint www.vistaprint.com

Free Website Hosting

Weebly www.weebly.com

MySpace www.myspace.com

Helpful Reading

Beyond Talent: Creating a Successful Career in Music by Angela Myles Beeching

Great Jobs for Music Majors by Jan Goldberg

Audition Success by Don Greene

Find a Job For all Musicians

1. Check the Conservatory website, www.sfcm.edu
Alumni Opportunities
Current listings that come to our attention are listed here.
www.sfcm.edu/alumni/opportunities.aspx
 2. SFCM *Music To Go!*
If student performers are not available the Performance Outreach Coordinator, may hire alumni at the *Music To Go!* rates. Call the *Music to Go!* office at (415) 503-6258 for more information. (instrumentalists and singers).
 3. Bridge: Worldwide Music Connection,
<http://www.newenglandconservatory.edu/career/index.html>
From New England Conservatory Career Services. A membership organization.
 4. American Federation of Musicians, www.afm.org
A membership organization.
 5. College Music Society, www.music.org
A membership organization.
 6. Musical Chairs, www.musicalchairs.info
Listing of international classical music jobs.
 7. SFCM Library, <http://www.sfcm.edu/departments/library/findingajob.aspx>
Provides the SFCM Library call numbers for many helpful books.
 8. Other Resources
- | | |
|------------------------------------|--|
| PlayBill Website | www.playbill.com |
| Classical Play Bill Website | www.playbillarts.com |
| Arts Journal Website | www.artsjournal.com |
| California Arts Council Website | www.cac.ca.gov |
| Opera America Website | www.operaamerica.org |
| American Symphony Orchestra League | www.symphony.org |
| Western States Arts Federation | www.artjob.com |

Alumni Privileges and Application Information 2010-11

Building Access

We now offer two ways to enjoy unescorted access to the Conservatory's public spaces and library.

1. Have yourself added to the Priority List so you will only need to present a photo ID each time you arrive at the Conservatory. To be added to the Priority List please fill out the application form and submit it to Elise Kopesky in the Advancement office (Room 414) or by fax to 415-503-6288.
2. Arrange a visit in advance with any current badge holder (such as a student, faculty or staff member). Have the badge holder sign you in and you will be issued a one-day pass.

Non-accessible areas:

- Practice rooms and classrooms
- Faculty studios, except for lessons/coachings
- Alumni are not allowed to teach privately in the building
- Computer Lab

Practice Rooms

Please note that, due to space constraints, we are unable to extend practice room privileges to alumni. All questions regarding this policy should be directed to Seth Ducey (415-503-6257) or Lauren Brown (415-503-6241) in the Concert Office.

Library Privileges

You may use the Library without paying a fee. However, if you wish to check out Library materials, you will need a library card, which requires a one-time payment of \$50. Alumni will be charged fines for late returns and lost materials according to Library policy; this amount will not be deducted from the \$50 fee. To apply for a library card please fill out the application form and submit it to Michael Williams in the Advancement office (Room 414) or by fax to 415-503-6288.

Library Policies

Hours: Mon.-Thurs. 8:30 am -9 pm; Fri. 8:30 am -5 pm; Sat. 9 am-3 pm; Sun. 12 - 7 pm

For Summer hours please visit the website at www.sfcm.edu/departments/library.aspx

- Books and scores may be checked out for two weeks and are not renewable
- Alumni may check out a total of three titles at any given time
- Media (CDs, DVDs. Etc.) -library use only
- Use of the listening stations.
- Alumni with fines due will not be allowed to check out materials
- Interlibrary Loan services are not available

Alumni ID Cards

Alumni ID cards are being discontinued. If you have a card, please submit it to Security in exchange for a library card. No additional payment will be required.



**ALUMNI APPLICATION FOR
BUILDING ACCESS OR LIBRARY CARD**

**Please fill out the information below to apply for the Priority List or
for a Library Card:**

Name _____

Address _____

Email _____ Phone Number _____

Year Graduated _____ Degree / Instrument _____

_____*Please contact me about volunteer opportunities at the Conservatory. (optional)*

Payment Information (for Library Card only):

No personal checks or cash will be accepted

Credit Card Type: MasterCard Visa American Express Discover

Name (as it appears on the credit card): _____

Credit Card Number _____ Exp. Date _____

Signature _____

I _____ ***(print your name):***

-agree to have my credit card charged \$50 for a library card should my application be approved.*

*-have read and understand the **Alumni Privileges and Application Information** and will abide by these policies.*

Signature _____ Date _____