



Kathryn Drake

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Cayuga Chamber Orchestra Youth Orchestra
Center Ithaca, Mailbox 112
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Ithaca, NY 14850

To Whom It May Concern,

I am very interested in the Operations Manager position for the CCO Youth Orchestra. In discussing the role with Carrie Reuning-Hummel and Sarah Cummings, I believe my background in music and my experience in administration make me an ideal candidate to serve this program.

A firm believer that organization and clear communication with parents, students, and colleagues are an essential part of being a successful teacher, I have consistently sought administrative experiences to hone those skills. The summer after my freshman year of college I learned the inner workings of a non-for-profit chamber festival in Austin as an intern. The time I spent performing office duties, overseeing rehearsals, and attending student concerts made clear the sheer amount, and the importance, of the work needed to facilitate artistic endeavors.

This work continued in my remaining years of college as I grew my private studio to more than 20 students and took on the responsibility of Eclectic Styles Festival director and Musicianship Coordinator with The University of Texas String Project. My proudest accomplishment with String Project was launching a peer mentorship program between high school and elementary school aged students. My role in the mentorship program was purely facilitative -- setting up times for meetings, drafting a set of expectations alongside students, and recruiting new students -- which allowed students to have beautiful and educational moments of collaboration together.

As a graduate student at Ithaca College in Violin Performance and Suzuki Pedagogy, I co-teach Strings Class with Dr. James Mick and assist Professor Susan Waterbury in managing her studio but would love to deepen my roots in the greater Ithaca community. It would be a privilege to use my skills to help lay the groundwork for the CCO Youth Orchestra's legacy in this community.

I have attached a resume, and can share references and work samples upon request. Please be in touch to discuss qualifications in further detail.

Sincerely,
Kathryn Drake