

Pacific Symphony Education and Community Programs

Internship Job Description

Job Title: Education and Community Programs Intern

Salary Range: This is an Unpaid Internship

Department: Education and Community Programs

Reports to: Staff members of the Education and Community Programs Department

Employment Status: Temporary

Position Summary: The Education and Community Programs Intern will assist with the education programs of Pacific Symphony by managing program elements for the staff of the Education Department. Intern may gain experience in one or more of the following aspects of arts administration (for more information about our specific programs, please visit www.PacificSymphony.org):

- Concert production/ artistic planning
- Volunteer & community organization
- Curriculum design
- Fundraising
- Data management
- Youth orchestra administration
- Backstage/ technical management
- Event planning
- Arts camp administration
- Teaching
- Marketing/ sales
- Budgeting & finance
- Human resources
- School partnerships management

Minimum Job Requirements:

Education: High school diploma or higher. Arts administration or music degree program preferred. Interest in symphonic music a plus.

Specific Knowledge/ Skills:

- Enthusiastic about working with children, students, volunteers, and artists and able to manage events in a flexible, calm, patient, and forgiving manner.
- Must have strong organizational, detail-management, written and interpersonal communication skills.
- Self-motivation and the ability to set own working hours and manage own time.
- Working knowledge of Microsoft Outlook, Word, and Excel. Experience with Access, PowerPoint and Publisher a plus.
- Must be punctual, persistent, a problem solver, timely, creative, and have sustained energy.
- Experience managing large-scale events a plus.

Availability:

- Regular business hours as well as some evenings and weekends

Working Conditions: This position requires 10-30 hours a week (depending on role assigned) with possibly more hours closer to concerts or events. Occasional lifting of objects up to 20 pounds may be required as well as working outdoors. Work will take place in both an office and concert hall setting.

Note: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Application must be received by end of day Monday, December 15, 2008

Please mail or e-mail accompanying application to:

Attn: Mollie Gilmore

Education and Community Programs Intern Search

Address: 3631 South Harbor Blvd., Suite 100, Santa Ana, CA 92704

Fax: (714) 755-5789 E-mail: mgilmore@pacificsymphony.org