

Pacific Symphony Youth Ensembles Internship

Job Description

Job Title: Operations Assistant Internship, Pacific Symphony Youth Ensembles

Department: Education & Community Programs

Reports to: Manager, Pacific Symphony Youth Orchestra

Salary: Unpaid Internship

Employment Status: Internship

Position Summary: The Operations Assistant Intern is responsible for the execution of library work for the Youth Orchestra and Wind Ensemble, tracking and management of all absences from rehearsal, entry of data when needed, assisting the Manager during PSYO concerts at the Renée and Henry Segerstrom Concert Hall as well as for their run out concert at Laguna Woods, overseeing two Sunday rehearsals a month (including set up and break down of rehearsals), assisting the manager for Classical Connections days where the Youth Orchestra attends the Symphony concert and rehearses at the Concert Hall afterwards.

Essential Functions:

1. Order music when needed.
2. Prepare practice music for the groups and produce full size parts when needed.
3. Oversee distribution and collection of original music in and from folders.
4. Maintain and Organize the PSYO music library.
5. Prepare excerpts as needed for 08-09 season auditions.
6. Execute mailings.
7. Track all absences and prepare notices for students who have exceeded their allotted absences.
8. Enter data for various projects to include contact sheets, mailing lists, alumni tracking, etc.
9. Act as Assistant Stage Manager to the PSYO Manager during concerts (2 remaining this season) which includes being responsible for setting out music, assisting in transporting equipment to and from the concert hall, posting sign in sheets, accounting for all personnel, helping to chorale the PSYO members on stage when needed, getting the conductor, concert master and soloists to their positions when needed.
10. Act as Assistant Stage Manager to the PSYO Manager during run out concerts. This responsibility mirrors the responsibilities listed under number 7.
11. The intern will oversee two rehearsals a month, trading off this responsibility with the PSYO Manager. This includes opening the spaces needed, setting up for rehearsal, being available to the conductor and students during rehearsal at all times and cleaning and locking up the facilities properly after rehearsal.
12. Assist the manager at off site rehearsals which follow Pacific Symphony Classical Connections concerts. On these days (2 remaining this season), the Operations Assistant Intern will assist in transporting necessary equipment to rehearsal site, posting sign in sheets, assist manager in directing crew members with set up of rehearsal needs, pass out tickets to PSYO members, help lead PSYO members to their seats for the concert, help clean up space after wards, load and transport equipment back to office and warehouse.

Other Functions:

1. Depending on the unique skills and interests of the intern, additional projects and opportunities may be added to this job description.

Minimum Job Requirements:

Education: High school diploma or higher education required (background in music is a plus, but not required).

Specific Skills:

- Must be able to lift 50 pounds.
- 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.
- Must be punctual, persistent, a problem solver, timely, creative, and have sustained energy.
- Experience managing large-scale events is a plus but not required.
- Enthusiastic about working with Jr. High School and High School kids, Parents and able to manage events in a flexible, calm, patient, and forgiving manner.

Working Conditions: The position is considered an unpaid internship. The intern will be provided with all tools necessary to complete job requirements. While the majority of the position duties will be completed in the office, rehearsals and concerts are located at the University of California, Irvine, the *Renée and Henry Segerstrom Concert Hall* and in Laguna Woods. Some small amounts of driving will be required to transport supplies to events and attend off-site rehearsals and concerts listed above.

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

Application Deadline: Rolling

Please mail or e-mail cover letter and resume:

Attn: Melissa Craig

PSYE Intern Search

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

E-mail: mcraig@pacificsymphony.org

