



Position: Education Intern

Department: Education and Community Engagement Programs

Classification: Intern

Dates: September 2011 – June 2012

Description:

The Phoenix Symphony is seeking an Education Intern for the coming Symphony Season to provide general support to the educational and community engagement activities of The Phoenix Symphony. These programs are designed to foster a love of Orchestra music and a lifetime of involvement with the Symphony. Work schedule is flexible and averages 10-15 hours per week, and may require some travel.

Job Duties:

- Providing support during pre-concert activities for Saturday afternoon Family Concerts (6 during season), and Symphony for the Schools and Classroom Concerts.
- Responding to office phone calls and emails, completing surveys with teachers after the completion of education concerts, and data entry.
- Assist with compiling assessment data.
- Coordinate student ticketing and selling of concerts, respond to patron questions and needs, and maintain an organized filing system.
- Attendance at Saturday Family Concerts and SFTS concerts required.

Requirements:

1. Students pursuing a Bachelors or Master's degree in Music, Arts Administration or related field.
2. Excellent organization, communication and computer skills (MS Word, Excel, and Powerpoint).
3. Applicants should be passionate about the importance of music in the education process and be able to work in a fast paced and deadline oriented environment.
4. Excellent written and oral communication skills plus strong organizational skills required.
5. Knowledge of classical music and sense of humor a plus.

Benefits:

Benefits include a \$500 stipend available at the end of each semester, the opportunity to gain great experience, and free tickets to concerts. This internship may also satisfy requirements for earning college credit.

Interested persons should email resume and letter of interest to:

tpscareers@phoenixsymphony.org

The Phoenix Symphony is an Equal Opportunity Employer.