



the phoenix symphony

Position: Library Intern

Department: Operations

Dates: September 2011 – June 2012

**Description:**

The Phoenix Symphony is seeking a Library Intern for the Fall and Spring of 2011/2012 to work behind the scenes of the Phoenix Symphony by assisting the library staff. This internship may satisfy requirements for earning college credit. Hours are flexible, but must be available to work on Mondays. The ideal applicant would be available for two semesters and commit to 5 – 10 hours per week. A \$500 stipend may be available at the end of the semester.

**Job Duties;**

- Assist with preparation of parts – marking bows, cuts, edits and copying.
- Other duties assigned.

**Requirements;**

1. Basic knowledge of orchestral repertoire.
2. Basic knowledge of music theory, history and terminology.
3. Musical performance background preferred.
4. Neat, organized, and an eye for detail.
5. Should be able to work in a fast paced and deadline oriented environment.
6. Ability to lift boxes of music weighing 25-50 lbs 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](mailto:tpscareers@phoenixsymphony.org)

*The Phoenix Symphony is an Equal Opportunity Employer.*