



Position: Operations Intern

Department: Operations

Classification: Intern

Dates: September 2011 – June 2012

Description: The Phoenix Symphony is seeking an Intern for the Operations Department. This person will work with Operations staff to complete independent projects and/or provide support in the areas of concert logistics, production, event management, ensemble management, artistic research, artist hospitality, and contract administration. Hours and focus of work are flexible depending on availability, skills and interest. A commitment of roughly 10 - 15 hours per week for a minimum of twelve weeks is desired with some evening availability on Thursdays, Fridays, and/or Saturdays.

Job Duties:

- Data entry, filing, spreadsheet management.
- Attend Meetings and Concerts with Operations Department.
- Assist in Concert Duty (exact concerts depending on schedule).
- Conduct independent research on Venues, Guest Artists, etc. as directed.
- Update database for venue contacts and fee engagements.
- Track and manage receipt of Guest Artist contracts.
- Create maps for transportation information sheets, parking passes.
- Manage mailings, audition database.
- Enter expenses in budget spreadsheet.
- Organize and maintain database of Clear Cut recordings.
- Research rental options for instruments/objects needed for concerts (i.e. basset horns, cannons).
- Work with production staff to create inventory of items in storage.
- Assist with Guest Artist logistics, including airport greeting, hotel and Symphony Hall.
- Other duties as assigned.

Preferred Qualifications:

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. Some familiarity with the world of classical music.

Compensation: This internship will enable the successful candidate to obtain valuable specialized experience in arts administration. A \$500 stipend will be paid at the end of each semester. This position may 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.

One North First Street, Suite 200 Phoenix, AZ 85004 Phone: 602.495.1117
www.phoenixsymphony.org