

## **POSITION DESCRIPTION**

**POSITION:** Development Intern

**REPORTS TO:** Director of Development

### **POSITION SUMMARY:**

In preparation for our 100<sup>th</sup> Anniversary Season, the Madison Symphony Orchestra seeks an intern to assist the Development Team with a variety of tasks related to donor relations, donor stewardship, events and meetings, and other departmental activities. The intern will work closely with all three full-time members of the Development Team.

### **SCOPE OF RESPONSIBILITIES:**

Projects and tasks may include drafting copy for development messaging, assisting with mailings, compiling information for reports, distributing donor parking equipment, assisting with event planning, and data entry. Other projects will be determined based on the intern's specific interests and skills.

### **COMPENSATION:**

This is an unpaid internship. The intern will: gain experience working in a professional nonprofit arts environment; learn about nonprofit development; have opportunities to attend concerts, events and meetings; and become acquainted with staff and board members who may serve as future references. Free parking will be provided.

### **SCHEDULE:**

Minimum 10 hours/week in-person in the Symphony's administrative offices in downtown Madison during the Summer of 2025. Specific dates and hours to be mutually agreed upon between the intern and the Director of Development.

### **DESIRED SKILLS AND QUALIFICATIONS:**

High school diploma required

Background or interest in nonprofit fundraising, arts administration, performing arts

Strong attention to detail, organizational skills and writing skills

High level of proficiency with Microsoft Office Suite including Word and Excel

Experience with databases or CRM software a plus

Having a car is highly desirable, but not required. Free parking will be provided.

### **TO APPLY:**

Applications will be accepted until the position is filled. Please submit your resume and a letter introducing yourself and describing your interest in this internship, including the estimated date range and general hours of your availability, either electronically or by mail to:

Casey Oelkers, Director of Development  
Madison Symphony Orchestra  
222 W. Washington Ave. Ste. 460  
Madison, WI 53703-2744  
[coelkers@madisonsymphony.org](mailto:coelkers@madisonsymphony.org)

## **ABOUT THE MADISON SYMPHONY ORCHESTRA:**

### **Mission**

The mission of the Madison Symphony Orchestra, Inc. is to produce high quality concerts of orchestral, instrumental, vocal, and choral music, to educate and entertain audiences of all ages in the Madison area and beyond, and to advocate music as a universal language of expression and understanding.

### **Overview**

Now entering its 100th season, and under the 32-year leadership of Music Director John DeMain, the Madison Symphony Orchestra is one of the most celebrated regional orchestras in the country. It is a vital, popular, and respected cultural institution for all of south-central Wisconsin.

The MSO annually offers a series of eight triple-performance classical music concerts featuring nationally and internationally renowned guest artists, MSO at the Movies multimedia concert experiences, a ticketed concert series featuring the MSO's Overture Concert Organ, and numerous Education & Community Engagement programs and concerts. This year, in celebration of our Centennial Anniversary Season, the MSO will also present several special events and projects.

The Madison Symphony Orchestra believes that diversity is a source of strength, creativity, and innovation. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich our organization. We are committed to increasing our efforts to diversify our administrative and board leadership, orchestral music and performers. Madison Symphony Orchestra Inc. is an Equal Opportunity Employer.