Madison Symphony Orchestra Inc.

Job Description
Education Intern

POSITION TITLE: Education Intern

REPORTS TO: Director of Education and Community Engagement

SUMMARY: The Madison Symphony Orchestra (MSO) is offering unpaid internships (4-12 hours/week) in our Education Department. This internship will be valuable to individuals with a strong interest in arts education and/or arts management. Interns can expect to leave with new knowledge, writing samples, connections for future networking, and a reference from a professional work environment. Start and end dates are flexible.

RESPONSIBILITIES:
  o Assist with Teacher Curriculum Guide development by writing about youth concert repertoire and composers
  o Assemble materials for youth concert programs and visual supplements
  o Assist with producing visual supplements during youth concerts
  o Assist with quartet residency programs schedules and training materials
  o Conduct educator and orchestral programs research
  o Join MSO office meetings, musician and volunteer training meetings, teacher and partner meetings and other program events
  o Other projects as assigned by the Director of Education and Community Engagement

EDUCATION/EXPERIENCE: Current or incoming college student

KNOWLEDGE/SKILLS/ABILITIES:
  1. Detailed knowledge of classical music
  2. Excellent interpersonal communication skills, including ability to work well across departments and function as part of a team
  3. Must be able to work independently
  4. Excellent written communication skills and outstanding attention to detail
  5. Must be highly organized and able to multi-task, working on multiple projects at the same time

To apply, please email a cover letter and resume to Kathryn Schwarzmann at kschwarzmann@madisonsymphony.org.

July 1, 2019