

**Education Programs Intern
Summer 2019**

The Madison Symphony Orchestra (MSO) is offering an unpaid internship (12 hours/week) in our Marketing and Education Departments. This internship will be valuable to individuals with a strong interest in marketing, arts education, and/or the field of arts management. Interns can expect to leave with new knowledge, writing samples, connections for future networking, and a reference from a professional work environment. This internship will begin in May or June and continue through August or September.

Responsibilities:

- Assist with Teacher Curriculum Guide development by writing about youth concert repertoire and composers
- Design youth concert programs and PowerPoint visual displays
- Assist with quartet residency programs schedules and instrument inventory
- Conduct educator and orchestral programs research
- Other duties as assigned

Requirements:

- Current or incoming college student
- Excellent written and verbal communication skills
- Strong organizational and analytical skills
- Strong presentation skills
- Knowledge of classical music preferred
- Knowledge of MS Office programs
- Understanding of Google online tools

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