



Position: Orchestra Library Intern

Department: Operations

Classification: Intern

Dates: Summer, Fall, Spring

Description: The Phoenix Symphony is seeking a Library Intern to assist the library staff. This person will assist the Head Librarian in music preparation, filling musicians' requests, and provide support during rehearsals and concerts.

Job Duties:

- Assist with preparation of parts - marking bowings, cuts, edits, copying, and repairs
- Assist in maintenance of catalog and collection
- Assist with concert duty as needed
- Other duties as assigned

Requirements:

- Basic knowledge of music theory, history, and terminology
- Basic knowledge of orchestral repertoire
- Musical performance background preferred
- Neat, organized, and an eye for detail
- Should be able to work in a fast paced and deadline oriented environment
- Ability to lift boxes of music weighing 25-50 lbs is ideal
- Hours are flexible, but afternoon availability is preferred. The ideal applicant would be available for two semesters and commit to 5-10 hours per week.

Compensation: Benefits include a \$500 stipend available at the end of each semester, the opportunity to gain great experience, paid parking 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.

Due to the volume of candidates only top candidates will be contacted for phone or in person interviews.

The Phoenix Symphony is an Equal Opportunity Employer.