



Position: Operations Intern

Department: Operations

Classification: Intern

Dates: Summer, Fall, Spring

Description: The Phoenix Symphony is seeking an Intern for the Operations Department. This person will work with Operations Department staff to complete independent projects and provide support in the areas of concert logistics, production, event management, ensemble management, artistic research, artist hospitality, and contract administration.

Job Duties:

- Data entry, filing, spreadsheet management
- Assist with guest artist logistics including airport runs, and itinerary preparation
- Updating OPAS database with venue, artist, and other concert related information
- Conduct independent research on venues, guest artists, etc. as directed.
- Attend meetings and concerts with Operations Department
- Assist with concert duty as needed
- Other duties as needed

Requirements:

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. Applicants should be able to work in a fast paced and deadline oriented environment.
4. Knowledge of classical music is essential
5. A commitment of roughly 10 - 15 hours per week for a minimum of twelve weeks is desired with some evening availability on Thursdays, Fridays, Saturdays and/or Sundays. Hours and focus of work are flexible depending on availability, skills and interest

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.