



## Knoxville Symphony Orchestra Intern

**To apply:** Please email resume to KSO Director of Communications, Trianne Newbrey, at [tnewbrey@knoxvillesymphony.com](mailto:tnewbrey@knoxvillesymphony.com).

**Reports To:** Director of Communications

**Minimum Weekly Hours Required:** 10-15 hours/week

**Position Summary:** The KSO is seeking an intern to assist with special events, administrative duties, and KSO concerts. This internship is unpaid but offers valuable experience in a nonprofit office environment and experience with arts administration, especially in event planning and project management.

### **INTERNSHIP RESPONSIBILITIES/REQUIREMENTS**

#### **Responsibilities**

- Work in the office and attend evening/weekend concerts when needed (this is flexible).
- Assist with various KSO concerts and events.
- Assist with planning and execution of annual Symphony Ball event in March.
- Perform various office tasks for multiple departments: education, development, communications, box office, and operations. Tasks include but are not limited to drafting press releases, filing, assisting with mailing projects, research projects, and errands.

#### **Requirements**

- Major/Interest in music/arts administration/orchestral management and/or project management/special event planning
- Strong written and verbal skills
- Takes initiative
- Ability to meet deadlines
- Wear many "hats," including assistance at the concert venue/outside the office
- Have reliable transportation
- Have a working phone and ability to be "on call" during your intern hours
- Proficiency in Microsoft Office