



the phoenix symphony

Position: Development Intern

Department: Development

Dates: Summer, Fall, Spring

**Description:**

The Phoenix Symphony is seeking a Development Intern to provide departmental support for the promotion of the organization's performances and activities. Hours are flexible and average approximately 15 – 20 hours per week. The ideal applicant would be available for two semesters.

**Job Duties:**

- Grant Research
- Corporate Sponsor Research
- Assistance with event planning
- Donor research
- Clerical and administrative activities such as general correspondence, database management
- Ensure development related sections of website are up to date
- Writing general correspondence and fundraising materials

**Requirements:**

1. Students pursuing a Bachelors or Master's degree in Music, Arts Administration, Business, 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 and sense of humor a plus.
5. Excellent customer service skills.
6. Self- starter with ability to interact comfortably with various constituencies.

**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](mailto: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.