



the phoenix symphony

Position: Education Intern

Department: Education

Dates: Summer, Fall, Spring

Description:

The Phoenix Symphony is seeking an Education Intern to provide departmental support for education and operational activities.

Job Duties:

- Assist with the Educator Club, including registration, maintenance and new applications
- Provide support for Sunday afternoon Family Concerts (5 during season), Symphony for the Schools concerts (6 during season), B-Sharp Initiative concerts and Classroom Concerts
- Respond to office phone calls and emails and complete surveys with teachers after the completion of education concerts and events
- Data entry, filing, spreadsheet management
- Other duties as needed

Requirements:

1. Students pursuing a Bachelors or Master's degree in Music, Education, 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. Hours are flexible and average approximately 10 – 15 hours per week. The ideal applicant would be available for two semesters.

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.