**Arts Administration Intern**

*Winston-Salem Symphony*

**Symphony Overview**: Over the past 75 years, the Winston-Salem Symphony has grown into a nationally recognized regional orchestra employing 75 professional musicians on a per service basis. Currently, the orchestra performs 30 concerts per year, presenting both classical masterworks and popular repertoire. The Symphony also boasts a 120-voice volunteer Chorus and an inspiring music education program that includes in-school chamber ensemble and full orchestra programs, a P.L.A.Y. Music Program that provides in-and-after-school instrumental music instruction to primarily youth at-risk, family concerts, and a Youth Orchestra program consisting of four ensembles in which students earn their positon by audition.

**Position Summary:** The Arts Administration Intern will assist with analyzing donor and ticket buyer trends, processing and acknowledging gifts, develop marketing plans and initiatives, writing and editing documents, and researching grant opportunities. Interns may gain experience in one or more of the following aspects of arts administration, with specific duties determined by their internship manager. The Arts Administration Intern reports to Tim Storhoff. Selected candidates will be **required to complete a background check**. Duties may include:

* Partaking in research related to philanthropy and patron engagement.
* Supporting the research and application process of securing funding sources *(grants, bequests, donations).*
* Entering data and analyzing giving trends to support targeted fundraising campaigns and donation appeals.
* Developing knowledge in ticket sales, trends, marketing, and event management.
* Drafting and editing copy for donation appeals, stewardship mailings, playbills, grant applications, and other documents as needed.
* Performing administrative duties (filing, copying, organizing, assembling mailers, etc.)
* Ability to take initiative, follow direction, work collaboratively maintain confidentially, and represent the symphony in a professional manner.
* Assisting in the development and creation of WSS branding promotional materials, and communications for ticket sales, concerts, events, and services.
* Attending informational tables, distributing promotional materials and educating the community.
* Assisting in the creation and scheduling of social media content *(Instagram, Twitter, Facebook).*
* Assisting in the development social media policies and marketing plans.
* Researching and evaluating competitor marketing strategies and media content.
* Providing future recommendations for marketing and social media management based on current trends.

**Minimum Internship Requirements:**

High school diploma or higher. Prospective interns may be currently enrolled in an accredited institution or a recent graduate of an accredited college. Arts administration, nonprofit management, or related degree program preferred. Interest in symphonic music a plus.

**Specific Knowledge/ Skills:**

• Enthusiastic about working with donors, board members, patrons, and artists.

• Able to manage in a flexible, calm, patient, and forgiving manner.

• Must have strong organizational, detail management, written, and interpersonal communication skills.

• Self-motivation and strong time management skills.

• Working knowledge of Microsoft Office. Experience with Excel and data analysis a plus.

• Must be punctual, persistent, a problem solver, timely, creative, and have sustained energy.

**Availability:**

• Office Hours, Monday/Friday, anytime between 9am and 5pm with weekends and nights during concert times. **Interns are expected to be available nights and weekends for concerts and events and if offered an internship, interns will be given dates with advanced notice**.

• Length and time period of internship will depend on each intern’s goals, university requirements, and symphony needs.

**Working Conditions:** The position is considered an unpaid internship and requires 10/30 hours a week (depending on role assigned). The intern will be provided with all tools necessary to complete job requirements. While the majority of the position duties will be completed in the office, some events are outdoors and in the concert hall.

***Interns must have reliable transportation in order to transport supplies to events, attend required concerts, or attend off-site meetings.***

**Application Process:** Prospective interns are required to submit internship materials by June 15 for a fall internship and November 15 for a spring internship. After these dates, applications are not accepted. Selected candidates will be asked to complete an interview process. Please send application materials online to Rachel Watson, Senior Director of Education, Engagement & Inclusion [rwatson@wssymphony.org](mailto:rwatson@wssymphony.org) or to the mailing address:

**Winston Salem Symphony**

**Attn: Rachel Watson**

**301 N Main St. Ste 1901**

**Winston-Salem, NC 27101**

The following materials are required to apply. Applications missing materials will not be considered:

* Winston Salem Symphony Internship Application
* Resume
* Cover letter
* Three professional references *(must include - name of reference, title of reference, relation to reference, years known, reference email and phone number)*
* Unofficial college transcript (in pdf format)

*The Winston-Salem Symphony is an equal opportunity employer and all qualified applicants will receive consideration for an unpaid internship without regard to race, color, religion, sex, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*