Arts Administration Internship

Department: Education

Reports To: Education Initiatives Manager

Description:
The Alabama Symphony Orchestra seeks an intern to assist the department with various administrative tasks. Intern will gain skills in various aspects of arts administration.

Responsibilities:
• Assist the ASO education department with various administrative tasks such as mailing list updates, database management, etc.
• Assist the ASO education department at ASO education events
• Other duties as assigned

Requirements:
• Current college student studying Arts Administration, Music, PR, Communications, Business, Education, or related fields preferred
• Excellent written and oral communication skills
• Excellent time management skills
• Strong attention to detail and the ability to work independently
• Knowledge of Microsoft Office software
• Must have access to a laptop
• Must have access to reliable transportation

Hours and Benefits:
• This internship is part time and unpaid
• 10 hours per week on average
• Networking opportunities
• Complimentary tickets to most ASO performances
• The opportunity to receive college credit depending on the requirements of your university.

Interested applicants, please send Resume, Cover Letter, and References to:

Erin O'Brien
Education Operations Manager
Alabama Symphony Orchestra
eobrien@alabamasymphony.org