



ARTS ADMINISTRATION INTERN
(Summer 2019: June 3 – August 10)

The California Symphony is seeking two highly motivated Summer Arts Administration Interns to work side by side with the staff of what the *Mercury News* calls "...the most forward-thinking music organization around." Reporting to the Marketing & Development Coordinator, the selected Summer Intern will spend 10 weeks working cross-departmentally in Patron Loyalty, Marketing, Special Events, Operations, Education and Community Engagement, and will culminate in a professional development opportunity to attend the Association of California Symphony Orchestras (ACSO) annual conference with California Symphony senior staff in Monterey, California. These internships cover a broad range of responsibilities and opportunities and are ideal for someone ambitious and self-driven wanting to gain practical and valuable experience at a growing, fast-paced arts organization. The projects and activities will be tailored to selected Interns' interests and skills.

Core duties include:

- Assist with our biggest special event of the year, *Symphony Surround*, including but not limited to ticket sales, marketing and social media, silent auction display organization, event set up and logistics, operations management, donor stewardship and acknowledgment.
- Assist in the development and execution of community engagement strategies including adult education enrollment, registrations, survey, and analytics as well as direct marketing and education at community festivals.
- Assist with providing support for various marketing and promotional projects including, but not limited to: social media, E-blasts, press releases, database analysis and mailings, CSO website, and subscription renewals.
- Working with various information systems such as Vendini, Google Analytics, MailChimp, etc.
- Assist with operations planning, program book development, timelines, stage plots
- Digitize and document historical archiving.
- Personal project to be determined based on interest of the selected interns.

Qualifications/requirements to be successful:

- Enrolled in or a graduate of an accredited college/university.
- Strong verbal and written communication skills, meaning you are detail oriented, data driven, analytical, and a critical thinker with an ability to speak perceptively with multiple internal and external stakeholders (directors, coordinators, artists, donors).
- Computer proficiency in Microsoft Office (PowerPoint, Word, Excel), and Social Media. Mail merge familiarity necessary. Experience with database maintenance a plus.
- Ability to multi-task and eagerness to learn.
- Interest in classical music and/or career in classical music.

Benefits:

- \$1,000 stipend offered, local host housing
- Paid Conference Fees and accommodations to Association of California Symphony Orchestras Conference in Monterey, CA (August 8, 9, 10) for intern who completes the full summer internship – Estimated Value \$1,050

- Interns will receive mentorship from multiple departments and gain valuable skills for continued growth in the arts and culture sector
- At the conclusion of the internship, interns will have a diverse portfolio of work samples
- Minimum 21 hours per week, 3 consecutive days per week with occasional weekend hours

About the California Symphony:

The California Symphony, now in its sixth season under the leadership of Music Director Donato Cabrera, is a world-class, professional orchestra based in Walnut Creek, in the heart of the San Francisco East Bay since 1990. Our vibrant concert series is renowned for featuring classics alongside American repertoire and works by living composers. The Orchestra is comprised of musicians who have performed with the orchestras of the San Francisco Symphony, San Francisco Opera, San Francisco Ballet, and others, and many of its musicians have been performing with the California Symphony for nearly all its existence.

Outside of the concert hall, the symphony actively supports music education for social change through its El Sistema-inspired [Sound Minds program](#) at Downer Elementary School in San Pablo, CA, which brings intensive music instruction and academic enrichment to Contra Costa County schoolchildren for free. We also host the highly competitive [Young American Composer-in-Residence program](#), which this season welcomes its first female composer, Katherine Balch. The Orchestra performs at the [Leshner Center for the Arts](#) in Walnut Creek.

Over the last five years, the CSO has instilled new leadership with Maestro Cabrera and Executive Director Aubrey Bergauer, and the California Symphony is undergoing a period of growth. Many orchestras talk about attracting new audiences and developing new and different programming—we are actually doing it. We have built a team of smart, driven, and forward-thinking individuals who work together to redefine what a modern American orchestra can achieve and how it can serve and remain relevant to its constituents. For more information on how CSO is defying trends and activating a new model for orchestras, read our blogs at <https://www.californiasymphony.org/blog/> and <https://medium.com/@AubreyBergauer>.

An Equal Opportunity Employer:

It is the policy of the California Symphony to provide all persons with equal employment opportunities without regard to race, color, sex, religion, national origin, veteran status, marital status or any characteristic protected by federal, state, and local law. Candidates of ALAANA (African, Latinx, Asian, Arab, and Native American) communities are encouraged to apply.

To Apply:

- Apply online here: <https://goo.gl/forms/3rnHHjXpJhI5PrUu1>
- Application Deadline: March 30, 2019
- No phone calls or email inquiries, please