

The Association of California Symphony Orchestras (ACSO) is recruiting a full-time summer intern through the Los Angeles County Department of Arts & Culture's [Arts Internship Program](#). The internship is 400 hours and is to be completed between mid-June and late August 2023, with preferred start date of June 20, 2023. The hourly rate is \$16.90 per hour and the intern must be available to work 40 hours per week, with some flexibility. The position is a hybrid remote/in-office position. The deadline to apply is May 1, 2023. Information about the internship as well as how to apply is below.

Conference and Membership Intern

For more than 50 years, the Association of California Symphony Orchestras (ACSO) has been the network, the voice and the forum for classical music in the west. A resource built to advance the industry by connecting and empowering its advocates, ACSO serves over 130 music organizations and their 2,000+ board and staff members. We support a diverse array of members, including professional, academic, youth, and community-based orchestras, choruses, and festivals in California and the western region.

The conference and membership intern will play an essential role in preparing for and executing ACSO's 2023 annual conference, a signature learning experience for 300 orchestra professionals throughout California. The conference will take place in Riverside on August 16-18.

Examples of conference-related work include: managing online registrations, preparing registration materials and working onsite check-in, creating conference social media engagement opportunities at the conference, preparing conference supplies, answering questions from attendees, creating and analyzing the data from the conference evaluation, and participation in planning and debriefing meetings.

The intern will also be encouraged to attend some of the sessions at the conference and to network with professionals to better understand California's orchestra community and learn about orchestra management.

The intern will also help prepare for the fall 2023 membership renewal campaign, which takes place from August through December and will build out a Member Resource Library on the ACSO website.

Other day-to-day activities will include responding to email and phone inquiries from members, assisting with creating digital communication pieces and blog content, research, and other administrative duties as assigned.

The intern will have the opportunity to learn about the role of arts service organizations in supporting the larger arts community and will learn about some of the orchestra industry's most critical topics and issues, such as equity, diversity, and inclusion; community relevance; sustainability; leadership development; and healthy cultures and business practices.

Eligibility:

Candidates MUST meet the eligibility requirements outlined by the LA County Arts Commission at <https://www.lacountyarts.org/opportunities/arts-internship-program-students/arts-internship-program-students-eligibility>

- Open to currently enrolled undergraduate and community college students who reside or attend college in Los Angeles County.
- Recent graduates may apply as long as they have completed their degree between May 1 – December 1, 2023.
- Students who have previously participated in the program are not eligible to participate a second time and students who have already earned a BA, BS, or higher degree are not eligible.
- Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver’s license, and other documents to show enrollment status and/or LA County residence.

Qualifications:

We seek someone who is flexible enough to work on a small team where everyone wears multiple hats, who is curious and excited to learn new things, who asks great questions, and who isn’t afraid to bring new ideas to the table. Because the intern could be working remotely several days a week, we seek someone who is self-sufficient and self-motivated, and can work independently but knows when to ask for help or input. The intern must possess excellent customer service skills, strong written and verbal communication skills, strong research skills, strong organizational and project management abilities, and is obsessive in their attention to detail. They must be experienced with Microsoft Office Suite and can learn new software programs and databases. An interest in classical music is a plus.

The Association of California Symphony Orchestras is an Equal Opportunity Employer and is committed to diversity, equity and inclusion.

How to Apply:

To apply, please email resume, cover letter, and the contact information for two references to office@acso.org and put “LACDAC Intern” in the subject line. The deadline to apply is May 1, 2023. Questions? Please email office@acso.org.