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The Association of California Symphony Orchestras (ACSO) is recruiting a summer intern through the Los Angeles County Arts Commission Summer Internship Program (lacountyarts.org/arts-internship-program). ACSO is offering one full-time internship for 10 consecutive weeks beginning no earlier than June 1, 2019 and ending no later than August 25, 2019. The hourly rate is \$14.25 per hour. The deadline to apply is May 1, 2019. Information about the internship as well as how to apply is below.

Conference and Membership Intern

The conference and membership intern will work closely with the ACSO team on the logistical preparations for ACSO's annual conference, which will take place in Monterey from August 8-10, 2018 at the Embassy Suites Seaside, hosted by the Monterey Symphony. ACSO's annual conference is one of its signature events and a premier learning opportunity for orchestra and performing arts professionals, of which over 300 are expected to attend.

Examples of conference-related projects that the intern will work on include:

- tracking and closing out online registrations
- preparing onsite registration materials and working on-site check-in
- assisting with special events and awards
- answering questions from attendees, both before and during the conference
- creating and analyzing the data from the conference evaluation
- participation in planning and debriefing meetings

The intern will also be encouraged to attend sessions at the conference and to network with professionals in order to better understand California's orchestra community and learn what it is like to manage an orchestra.

In addition to conference preparations and management, the intern will also play an integral role preparing for ACSO's annual membership renewal campaign, which takes place from August through October. The intern will:

- update the website and membership materials
- prepare a member survey

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- clean up and organize member files
- research prospective members
- prepare mailing lists and correspondence
- field member inquiries and provide accurate information and excellent customer service

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

Required Skills and Eligibility:

- Candidates MUST meet the eligibility requirements outlined by the LA County Arts Commission at <https://www.lacountyarts.org/opportunities/arts-internship-program-students/eligibility>.
- The greatest assets we seek are someone who is a team player, who is curious and excited to learn new things, and who asks great questions.
- Candidates must possess excellent customer service skills, strong written and verbal communication skills, strong organizational and multi-tasking abilities, and good attention to detail.
- He/she must be comfortable working on Mac's, be experienced with the Microsoft Office Suite, have the ability to learn new software programs,
- Must have reliable transportation to our office in Downtown Los Angeles (633 W. 5th Street).
- An interest in classical music is a plus.

How to Apply:

To apply, please email resume, cover letter, and the contact information for two references to office@acso.org and put "Summer Intern" in the subject line. The deadline to apply is May 1, 2019. Questions? Please call 800-495-2276 x3 or email office@acso.org.