

9/8/20



The Association of California Symphony Orchestras (ACSO) is recruiting an intern through the Los Angeles County Department of Arts & Culture's [Arts Internship Program](#). The internship is 400 hours long and is to be completed between mid-October 2020 and the end of February 2021. The hourly rate is \$15.00 per hour and the intern must be available to work 20-24 hours per week. The position is fully remote and the intern will be provided with a laptop and a phone/wifi reimbursement. The deadline to apply is September 25, 2020. Information about the internship as well as how to apply is below.

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### **Program and Membership Intern**

ACSO's mission is to provide essential leadership and resources to classical music producers and presenters and encourage and support their artistic, organizational, and fiscal development. ACSO is the largest state orchestra association in the U.S. and offers its members a variety of signature programs, resources, and advocacy tools.

The program and membership intern will help develop and execute virtual professional development programs for ACSO's members, including webinars, peer forums, workshops, networking events, and other creative virtual programming formats.

The intern will also help manage the fall 2020 membership renewal campaign, which takes place from August through December, by providing assistance and support to ACSO's members who are made up of orchestras, festivals, choruses, businesses, and individuals. 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.

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The intern will have the opportunity to learn about the role of arts associations in supporting the larger arts community and will learn about how orchestras managers are navigating through challenges to continue to serve and bring music to their communities.

#### **Eligibility:**

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Candidates MUST meet the eligibility requirements outlined by the LA County Arts Commission at <https://www.lacountyarts.org/opportunities/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 – September 1, 2020.
- Students who have previously participated in the program are not eligible to participate a second time.
- 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, and who asks great questions and isn't afraid to bring new ideas to the table. Because the intern will be working remotely, we seek someone who is self-sufficient and self-motivated, 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 comfortable working on Apple computers, be experienced with the Microsoft Office Suite, have the ability to learn new software programs. 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](mailto:office@acso.org) and put "LACDAC Intern" in the subject line. The deadline to apply is September 25, 2020. Questions? Please email [office@acso.org](mailto:office@acso.org).