



Internship Program

Available Internship:

- Arts Administrative & Management Intern

Qualifications:

- Strong multitasking skills
- Be highly organized, both written and verbal.
- Proficient with computers and Microsoft Office.
- Must want to learn how to use ticketing software!
- Be a candidate at a two or four year degree in music, music management, music industry or an equivalent.
- Knowledge of the Music Industry or Classical/Orchestra Industry is preferred but not required.
- Must have valid Driver's License or reliable transportation.

General Office Duties (include but not limited to):

- Assist with general marketing duties including but not limited to:
Drafting press releases and engaging general public relations duties.
Engaging with potential local and national advertisers.
Enacting Push/Pull Marketing for Season Ticket Subscriptions, Special Events, etc.
Help engage the community with our Strategic Education Plan.
- Assist the Executive Assistant with: Donation Entries, Ticket Inquiries, and Week of Concert Box Office & Patron Services duties.
- Prepare various merged letters and marketing mailings.
- Maintain online Calendars and event listings.
- Maintain Social Media presence across multiple social media platforms.

Concert Duties (include but not limited to):

- Assist Executive Assistant with: Box Office and Front of House duties.
- Assist Executive Director and Production Assistant during major rehearsals pertaining concert production (potentially includes Sound & Lighting).
- Help arrange volunteers, ushers, box office, concessions, audio aid, and hospitality for each concert.
- Attend dress rehearsals of each concert to complete Concert Preparations and Procedures.

Miscellaneous Duties:

- Be part of the writing process when we apply for grants.
- Be part of the development process for marketing, strategic planning, special events, education plans. (This includes attending important meetings with the Board of Directors.)

Compensation & Time:

- An internship with the Glens Falls Symphony is unpaid, but can be negotiated for certain tasks. We offer a great deal of hands-on experience within our professional orchestral organization. College credit is available upon request and school approval by faculty/academic department.
- Internship is part time with a committed minimum of 10 hours a week during the academic year (Fall & Spring). Summer Internship hours will be negotiated and will depend on the needs of the organization and based on academic approval.
- Hours and time commitment are flexible but more time might be required during the weeks leading up to a concert, large project or special event.
- Hours and time commitment are to be set between the supervisor and the intern prior to start of the internship.

HOW TO APPLY:

Submit the below application and materials to patronservices@gfso.org.

- Application
- Resume
- Proof of College Credit
- *Letter of Recommendation, specifically from a school official in your college program.

*(Optional but preferred)

If you have any questions or concerns, please contact Brittany Meegan at the Glens Falls Symphony office by calling 518-793-1348 or by emailing patronservices@gfso.org.



Internship Program Application

Internship Candidate Information			
Last Name	First Name	MI	Date of Application
City	State	Zip	

Availability:	
<i>Monday</i>	
<i>Tuesday</i>	
<i>Wednesday</i>	
<i>Thursday</i>	
<i>Friday</i>	
<i>Saturday</i>	
<i>Sunday</i>	

Education:		
High School Attended:	Did you graduate?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
College(s) Attended:	Did you graduate?	Degree(s):
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Do you have a valid NYS (or equivalent) Drivers License?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have transportation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO