



## **ARTS ADMINISTRATION INTERNSHIP PROGRAM**

The Sioux City Symphony Orchestra's Arts Administration Internship Program can open doors to your future and provide management knowledge and skills in a fast-paced, multidisciplinary environment. The Symphony Internship Program provides individuals who have an interest in working in a nonprofit organization with valuable know-how and experience. The intern will be given opportunities to work in a field where personal contact with our customers, donors, and patrons is crucial to the fulfillment of our mission.

Working with this 105-year-old organization will expose students to all aspects of non-profit management and allow them to be involved with the greater Siouxland community, get to know its leaders and aid in the cultivation of arts within the region. The Symphony staff will work closely with the intern to tailor an internship experience that will build his or her resume.

This internship is available on a semester-by-semester basis and will be awarded on the basis of the Symphony's needs and the talents and abilities the applicant brings to the SCSO.

The Symphony's office hours are Monday through Friday, 9 a.m. until 5 p.m. Concerts and some additional activities will take place on evenings and weekends. The Symphony staff will work with the intern's class schedule to establish a calendar and schedule that is best suited for the individual.

The SCSO's Arts Administration Intern must demonstrate strong computer skills, strong written and oral skills, organization skills and the ability to perform multiple tasks with attention to detail. They must maintain a professional attitude and be able to interface successfully with a variety of personalities. The ideal candidate is someone who has a genuine passion for the cultivation of arts and music in today's society.

SCSO interns will support the day-to-day operations of the Symphony staff to gain an understanding of how the organization functions both in individual departments and as a whole.

**Development/Marketing:** Interns will be offered the following opportunities:

- Experience the administrative process of a professional symphony orchestra
- Assist in the cultivation of symphony patrons through individual concert marketing, customer service, and appreciation initiatives.
- Assist with all mailings for special events, concert invitations/emails
- Develop and explore concert-specific marketing strategies
- Audience development (subscribers, YP, College/University)
- Develop concepts supporting and promoting *Student Rush Tickets*
- Promotion of events through online community calendars, group sales, and other PR opportunities
- Strategy and generation of content for social media posts
- Website development and maintenance / Writing and distribution of press releases
- Analysis of press coverage
- Event management at Symphony concerts and programs
- Provide administrative support for special projects such as donor events, mailings, etc.
- Assist with donor acknowledgment letters
- Assist with maintaining the donor database

**Music Education:** - Interns will be offered the following opportunities:

- Work closely with the Education/Outreach Coordinator in scheduling outreach events.
- Assist with production of LINK UP Concerts/Rehearsals
- Develop strategies for the general education of the greater Siouxland community
- Assist with the evaluation and development of new programs which meet the needs of students and community in the Siouxland area

**Office Administration** - Interns will be offered the following opportunities:

- Experience the administrative process of a professional symphony orchestra
- Assist with ticket and subscription orders
- Assist with Box Office management during concerts
- Devise and execute a plan for poster distribution
- General administrative support such as completing purchase requisitions, editing, researching, photocopying, and filing. Special projects as determined by Office staff.

**Personnel/Operations** - Interns will be offered the following opportunities:

- Stage Management (set-up, the creation of stage plots/technical aspects)
- Assist with and work with the stagehand Union and Crew
- Management and organization of rehearsal week
- Assist with set up and organization of Audition/Hearings process
- Manage the distribution and organization of key documents including orchestra weekly schedules and contracts.
- Track attendance/mileage forms from musicians
- Organize comp ticket distribution

**Concert Production:** Interns will be offered the following opportunities

- The intern will contribute to the planning and smooth operations of SCSO concerts through a weekly set of responsibilities, which may include: preparing tech schedules, arranging keyboard tunings, assist with concert specific stage-plot design, preparing slideshows/displays used during concerts, participating in production meetings, managing rehearsal space calendars, and other production-related tasks. The intern will have opportunities to shadow and assist SCSO staff backstage during rehearsals and concerts.

**Music Library** - Interns will be offered the following opportunities:

- The intern will provide support for the day-to-day activities of the SCSO Music Library, which is responsible for the procurement and preparation of all music performed by the Sioux City Symphony. The intern will gain hands-on experience assisting the SCSO Librarian with a variety of activities including the transferring of bowings, photocopying parts and scores, distribution of music to musicians, preparing audition packets, maintaining order and organization of filed music and scores, compiling and breaking down orchestral folders, proof-reading and checking of errata and repairing music.

For more information and details on how to apply for the SCSO Arts Administration Internship Program, please contact the symphony office at [info@siouxcitysymphony.org](mailto:info@siouxcitysymphony.org)