



MEMPHIS SYMPHONY ORCHESTRA

ROBERT MOODY, PRINCIPAL CONDUCTOR

## **Artistic Administration Intern (INTERNSHIP)**

Job Title: Artistic Administration Intern

Reports To: Director of Operations

**Job Summary:** The Artistic Administration Intern works closely with the Director of Operations and the production team to assist in the internal operations and external communications of the Memphis Symphony Orchestra. The ideal candidate will be a University of Memphis student, highly organized, positive, independent and fully committed to growing in this role.

### **Job Duties and Responsibilities:**

Coordinate logistical arrangements with the Director of Operations for outreach events and projects as directed, including special set-up requirements and travel.

Assist in the coordination of activities with area libraries, schools, and other community partners.

Work closely with the University of Memphis Rudi E. Scheidt School of Music administration, professors, Rose Theatre staff, and departments campus-wide to define and execute collaborative projects.

Work with the Director of Operations and production team to book facilities and maintain copious records of contracts, working closely with venue contacts, scheduling dates and informing contacts of all updates.

Communicate information clearly, succinctly, and professionally with staff, community and contract partners as directed.

Follow up on all requests in a timely manner; help promote positive relations between the organization and community partners.

Must have access to a 4-door vehicle.

Must be able to lift up to 50-pounds.

Other duties as assigned.

### **Qualifications:**

Pursuing a bachelor's or master's degree in the fine or performing arts, communications, business or liberal arts from the University of Memphis. Priority will be given to those with prior experience in an administrative role, stage management, or similar position requiring higher level coordination. Excellent communication and interpersonal skills, as well as problem solving and organizational skills are required. High degree of computer skills. Ability to work under pressure, be reached at all times, work nights and weekends, prioritize projects and meet deadlines in a timely fashion.

For more information on the program, other positions, and deadlines: <http://MemphisSymphony.org/intern>

Send Resume with Cover Letter to Spencer Blank: [spencer.blank@memphissymphony.org](mailto:spencer.blank@memphissymphony.org)