



MEMPHIS SYMPHONY ORCHESTRA

ROBERT MOODY, PRINCIPAL CONDUCTOR

## **Education & Community Engagement Intern (INTERNSHIP)**

Job Title: Education & Community Engagement Intern

Reports To: Director of Innovation & Impact

**Job Summary:** The Education and Community Engagement (EDCE) Intern will work as an essential part of the team to help realize MSO's vision for a vibrant arts community that offers rich musical experiences to all ages. In working toward this outcome, the Intern will be primarily responsible for gathering and reporting critical data relating to MSO's current education platform and other community activities. The ideal candidate will be a University of Memphis student, responsible, resourceful, innovative and dedicated student to support a variety of learning programs and outreach partnerships.

### Job Duties and Responsibilities:

Assist in the development of data collection processes / systems (checklists, confirmations, data sheets, surveys, interviews, focus groups, other).

Coordinate with staff and software experts to optimize MSO's existing data tracking capabilities (Sales Force / Patron Manager).

Follow up with musicians, schools and community partners to secure program data.

Create, implement and maintain a data input schedule that includes routine reports for use by leadership and various departments throughout the organization.

Participate in the creation of content for MSO's social media channels.

Support the EDCE team and other Operations personnel at concerts and events.

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. Excellent communication skills, both oral and written. Aptitude and interest in technology applications. Ability to work in a creative, collaborative environment. Strong analytical, organization, problem-solving and conceptual skills. Self-direction and self-motivation. Knowledge and experience with current administrative software: (ie: MS Word, Excel, Internet browsers, etc). Ability to work flexible hours (10 hours per week), including nights and weekends. Must be able to make a full year commitment.

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)