



MEMPHIS SYMPHONY ORCHESTRA

ROBERT MOODY, PRINCIPAL CONDUCTOR

Stage Production Intern (INTERNSHIP)

Job Title: Stage Production Intern

Reports To: Director of Operations

Job Summary: The Production Intern works closely with the Director of Operations and the production team to assist in the rehearsal and concert operations of the Memphis Symphony Orchestra. The ideal candidate will be a University of Memphis student, efficient, detail-oriented, positive, calm under pressure, and able to multi-task effectively.

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 implementation of performances, educational programs, community engagement activities, and other artistic needs as directed.

Work closely with the Director of Operations to procure necessary supplies, licenses, equipment and services for all productions.

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, liberal arts from the University of Memphis. Priority will be given to those with prior experience in stage management or similar position requiring multiple levels of coordination. Excellent communication and interpersonal skills, as well as problem solving and organizational skills are required. 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