

Operation/Production Administrative Intern Winter/Spring 2019

The Grand Rapids Symphony seeks an intern to assist with administration relating to concert production. Responsibilities will be divided between the Grand Rapids Symphony office and our performance venues.

Duties Include:

- Assist in administrative offices with logistics relating to music education programs, musicians, conductors, staff, and guest artists.
- Serve as assistant with projects for Operations and Education Programs.
- Attend staff meetings.
- Work with staff on assignments that support concert production, mutually agreed upon based on interests and career goals.
- Support with scheduling and preparation for the upcoming main season.
- General office duties.

Competencies/Requirements:

- The ability to represent the organization in a variety of situations and to effectively communicate and work cooperatively and with flexibility with people of various backgrounds, including all levels of Symphony staff, Board, donors and volunteers while maintaining tact, diplomacy and confidentiality is essential.
- Must be a high-energy, self-starter with extraordinary verbal and written communication skills. Must have a great ability of multi-tasking, be a creative problem-solver, a strong attention to detail and an ability to work through stress filled moments.
- Must be successful at working in teams and small groups in addition to working independently.
- The ability to prioritize with the stamina necessary to execute an event with accuracy under pressure
- Computer skills including competency with Microsoft Word, Excel and Outlook preferred. Interns will provide their own laptop for office work.
- Must have laptop and reliable transportation.

Dates: January 7, 2019 through May 10, 2019. Part-time: 20 - 25 hours per week. Office hours negotiable, and will require evening and weekend hours. Parking will be provided at the office. To apply for this internship opportunity with a premier non-profit organization, please submit cover letter and resume to:

Larissa Fall
Operations Coordinator
Grand Rapids Symphony
lfall@grsymphony.org
616-454-9451 x111