



POSITION: Arts Administration Intern, part-time

DUTIES AND RESPONSIBILITIES: The Arts Administration Intern will assist the Music Director and Board in implementing aspects of logistics and marketing for the Perrysburg Symphony Orchestra. Pay: \$75 per concert. This internship could also fulfill educational requirements at higher education institutions.

1. Reports directly to the Music Director and Board Officers.
2. Assist in fundraising activities, including distributing brochures for publicity.
3. Assist in marketing activities including social media posts.
4. Assist with the box office and ushering at concerts.
5. Assist the Board with administrative work, including creating programs.
6. Assist the Board and Music Director in audience development, questionnaires, and concert logistics.
7. Other duties, as assigned, having been mutually agreed upon by the Board and Music Director.

POSITION REQUIREMENTS: Training in Arts Administration is preferred. Experience in music performance, music history, or previous experience working with an orchestra is desirable. Experience in administration and/or fundraising/marketing is preferred. Non-profit experience a plus.

LOCATION: Perrysburg, OH

APPLICATION DEADLINE: open until filled, apply ASAP

CONTACT NAME: Travis Jürgens, Music Director
CONTACT EMAIL: t.juergens@outlook.com
ORCHESTRA WEBSITE: www.perrysburgsymphony.org

APPLICATION PROCEDURE: Please send a cover letter and résumé to the email address above with "PSO Arts Administration Intern" in the subject line. Apply ASAP. Open until filled.