



Arts Administration Internship

Location: 104 South Washington square, Ste 300, Lansing, Michigan 48933
Type: Paid Internship, LSO will also work with students to earn college credit if possible
Date: January 2022 – May 2022
Hours: Position is part time (up to 25 hours per week) with flexibility during office hours. Availability during some evenings and weekends will be requested to staff events.

The LSO Arts Administration Internship is an opportunity to learn about a nonprofit arts organization while providing substantive administrative support. The intern position will be involved in all aspects of the organization and is an excellent opportunity for someone interested in pursuing a career in orchestra/arts management. The intern will have an opportunity to work with, and learn from, all staff members, and will be integrated fully into the organization. LSO staff will work with the intern to help craft learning opportunities.

Examples of Duties and Responsibilities

- Provide administrative support to the LSO Executive Director
- Provide administrative, scheduling, and planning support to the Board of Directors and committees of the Board, including serving as recording secretary at meetings if requested.
- Support LSO donor events, including raffle, gala, house parties, donor lounges, etc.
- Regularly attend LSO concerts and events, assisting with planning, logistics, donor needs, and event flow as assigned.
- Serve as point of contact for incoming ticket sales and patron requests both on the phone and in person.
- Work on LSO communication projects, including social media, website, and digital marketing

Requirements:

- Interest in music and arts nonprofit organizations
- Detail-oriented and organized
- Strong interpersonal skills
- Strong writing skills
- Proficiency in Microsoft Office (Word and Excel)
- Database experience a plus

How to apply: Email your resume and cover letter to Courtney Millbrook at courtney@lansingsymphony.org and specify "Administration Intern" in the subject line by **December 10, 2021**.