

LANSING SYMPHONY ORCHESTRA

Arts Administration Internship

Location: Lansing Symphony Orchestra (LSO), 104 South Washington square, Ste 300,
Lansing, Michigan 48933

Type: Internship, hours will be determined based on availability

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.

Duties include, but are not limited, to the following:

GENERAL ADMINISTRATION

- Coordinate incoming telephone calls and mail services for the office
- Maintain general office files related to public materials and archival documents
- Monitor overall office organization
- Coordinate availability of general office supplies, including letterhead, postage, and day-to-day administrative materials
- Assist in-house mailing projects

FINANCIAL AND OPERATIONS

- Assist with filing and archiving
- Assist with logistical setup for concerts
- Assist with operations during concerts

EDUCATION AND COMMUNITY ENGAGEMENT

- Assist with LSO education programs, including school visits by musicians, youth competitions, and Side by Side performance

MARKETING AND DEVELOPMENT

- Provide administrative support for special projects such as donor events, mailings, etc.
- Research and write grant funding requests and grant reports
- Assist with donor acknowledgement letters
- Assist with maintaining donor database
- Work on PR projects, including social media and eBlasts
- Assists with ticket orders, subscription sales, program book ads sales

Requirements:

- Interest in music and arts nonprofit organizations
- Detail-oriented and organized
- Strong interpersonal skills
- Strong writing skills
- Ability to multi-task and work in high-pressure situations, and be a “team player”
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), database experience a plus
- Occasional evenings and weekends required

How to apply: Email your resume and cover letter to Courtney Millbrook at courtney@lansingsymphony.org and specify “Administration Intern” in the subject line.