

# LANSING SYMPHONY ORCHESTRA

## Arts Administration Internship

Location: Lansing Symphony Orchestra (LSO), 104 South Washington square, Ste 300,  
Lansing, Michigan 48933  
Type: Paid Internship, hours will be determined based on availability  
Date: May 28<sup>th</sup> - August 23<sup>rd</sup>

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 with in-house mailing projects

#### FINANCIAL AND OPERATIONS

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

#### MARKETING AND DEVELOPMENT

- Provide administrative support for special projects such as donor events, mailings, etc.
- Assist with donor acknowledgement letters
- Assist with maintaining donor database
- Work on public relations projects, including social media and eBlasts
- Design digital and print promotional materials (flyers, posters, digital banners, etc.)
- Assist with ticket orders, subscription sales, and 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

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