



INDIANAPOLIS SYMPHONY ORCHESTRA

Job Title: ISO Intern
Department: Opportunities in Development, Artistic, Learning Community, and Operations
Reports to: Representative from Respective Department

Position Summary

The Indianapolis Symphony Orchestra is the largest performing arts organization in the state of Indiana. ISO interns often have the opportunity to work with patrons, donors, board members, as well as, executives and other influential employees of some of the largest companies in Indiana. This position should be viewed as an opportunity to gain professional experience in a fast-paced work environment that values quality work and commitment, and is willing to invest resources in your learning experience.

Most internships occur between May and September, however, Fall and Spring internships may also be available. Interns should be willing to work up to 20 hours per week, which may include evening and weekend hours. ISO internships are ideal opportunities for business, arts administration, communications, music, or music education majors.

ISO internships are unpaid with parking and certain travel reimbursed. Complimentary or discounted tickets are available to most performances.

Qualities & General Responsibilities of an ISO Intern

- Assist in planning and executing select ISO events.
- Provide excellent customer service to ISO patrons and donors.
- Ability to be creative, organized, hardworking, and ready to take on new challenges.
- Participate in department and ISO team meetings by helping to brainstorm new and creative ideas.
- Network with and develop working relationships with other interns and staff members at the ISO.
- A team player who is willing to assist other departments as needed to gain an overall understanding of the ISO.

Ideal Candidates Are...

- Excellent interpersonal communicators, both written and verbal
- Detail-oriented; able to multi-task; meet deadlines
- Able to work independently and with a team in a fast-paced environment
- Music lovers (all genres welcome!).
- Experienced in customer service and event-planning (preferred, but not required).
- Proficient with Microsoft & Windows (PC-based environment).
- Experienced with Tessitura (beneficial, but not required).

Note: Candidates must have a valid driver's license.

Resumes and cover letters may be sent to:
Jobs@indianapolissymphony.org