



## ProMusica Chamber Orchestra

Timothy Russell, Music Director

### Operations- Production Internship

#### Summary:

The Operations intern will assist in administrative and technical preparation for rehearsals and concerts, developing a strong understanding of how orchestral concerts are produced. Working closely with the Operations & Education manager, the Operations Intern will also provide administrative and logistical support for Education & Outreach programs. Students in Arts Management or Performing Arts preferred.

#### Responsibilities:

- Prepare the concert checklist and schedules for each performance weekend, including guest artist itineraries, equipment rentals, tuning schedules and transportation needs.
- Attend all rehearsals and performances to facilitate concert logistics and keep communications clear between music director, guest artist, and stage manager.
- Assist with administrative and logistical needs of Educational & Outreach programs, including family concerts, school visits and the Student Advisory Board.

#### Qualifications

1. Knowledge of the performing arts and interest in non-profit arts management.
2. Strong communication skills, project management skills and attention to detail.
3. Ability to work independently and as a part of a small team.
4. Proficient knowledge of Microsoft Office.
5. An interest in music education & community outreach is a plus.

#### Hours: 10-40 hours per week (negotiable)

Nights and weekends around concerts and events.

*Note: This is an unpaid internship, but can be applied towards college credit*

#### Three ways to apply:

If you would like to be considered for this position please send a resume and cover letter outlining your interest in Performing Arts Operations/Management, your qualifications, and the time you are willing to commit to the internship.

1. Email to: [lkelly@promusicacolumbus.org](mailto:lkelly@promusicacolumbus.org)
2. Mail to:  
ProMusica Chamber Orchestra  
Attn: Logan Kelly  
243 N Fifth St., Suite 202  
Columbus, OH 43215
3. Fax to: 614.464.4141