THE CANTON SYMPHONY ORCHESTRA (“CSO”)

POSITION DESCRIPTION

TITLE: Education & Community Engagement Intern

REPORTS TO: Manager of Education and Community Engagement

TIME FRAME: Late May - August

SUMMARY DESCRIPTION: Assists with implementation and creation of educational and community programs. Will work with the Manager of Education and Community Engagement to execute summer programming, plan for the 2020-2021 season and create new ideas for the education and community engagement department.

PROCESSES AND DUTIES:

- Help plan and manage the summer string camps day-to-day activities.
- Assist with the management of summer programs including summer serenades and other community concert series.
- Help with the analysis of the 2019-2020 education season and assist with the planning of future seasons.
- Organize data from past seasons.
- Prepare for youth symphony auditions by creating marketing materials, communicating with local teachers, and creating a smooth sign-up and audition process.
- Brainstorm ideas for future education and community engagement programming.
- Be a representative of the Canton Symphony at community events.
- Help run educational programs as needed.
- Help with the planning and management of the annual fundraiser.

POSITION REQUIREMENTS:

1. Majoring in Education, Music, Arts Management or some other related field (or equivalent experience).
2. Outstanding computer, written and spoken communication skills.
3. Management, and organizational skills, along with the ability to adapt when necessary to changing needs of the organization.
4. High degree of creativity in problem solving.
5. Good knowledge of classical music and extraordinary ability to advocate the cause and benefits of the Canton Symphony Orchestra.

TYPE OF POSITION: Unpaid Internship. Includes some nights and weekends.

If interested, please send a resume and cover letter to Rachel Hagemeier at rhagemeier@cantonsymphony.org. Applications are due by April 27, 2020.