

THE CANTON SYMPHONY ORCHESTRA (“CSO”)  
**POSITION DESCRIPTION**

**TITLE:** Development Intern  
**REPORTS TO:** Manger of Development  
**TIME FRAME:** March- June

**SUMMARY DESCRIPTION:** Assists with implementation and creation of development programs. Will work with the Manager of Development to execute programming, prepare and execute development events, and generate new ideas for the development department.

**PROCESSES AND DUTIES:**

- Assist in the preparation and execution of development events, including the creation of printed materials, invitations, RSVP tracking, etc.
- Be a representative of the Canton Symphony and work assigned tasks at development events. Ability to attend all events listed below is preferred.
  - Event Dates (*April 9 and June 18 are mandatory*)
    - March 26 (6:00 PM- 11:00 PM) Concert
    - April 9 (6:00 PM- 11:00 PM) Beatles Concert
    - April 30 (6:00- 11:00 PM) Concert
    - May 22 (6:00- 11:00 PM) Concert
    - June 18 (4:30- 11:00 PM) GALA
- Assist in general development duties, such as organizing letters, content creation, data organization, grant writing, etc.
- Brainstorm ideas for development programming.
- Internship may be tailored to fit specific skills of the intern.

**POSITION REQUIREMENTS:**

1. Majoring in Communications, Business, Music, Arts Management or some other related field (or equivalent experience)
2. Outstanding computer, written and spoken communication skills.
3. Organizational skills and the ability to work both independently and as a team.
4. Exceptional interpersonal communication skills.
5. Special interest in the arts and/or classical music and the ability to advocate for the Canton Symphony Orchestra.

**TYPE OF POSITION:** \$250 stipend. Part-time with flexible hours. Includes some nights and weekends. Mostly in-person with some remote opportunities.

**TO APPLY:** If interested, please send a resume and cover letter to Kayla Lehman at [klehman@cantonsymphony.org](mailto:klehman@cantonsymphony.org). Applications are due by March 14, 2022.