

THE CANTON SYMPHONY ORCHESTRA (“CSO”)
POSITION DESCRIPTION

TITLE: Donor Relations and Special Events Intern
REPORTS TO: Manger of Development
TIME FRAME: Fall 2022

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 for events listed below is preferred. (dates in bold text are mandatory)
 - Event Dates
 - October 1 (6:00 PM)- MasterWorks Concert
 - October 30 (6:00 PM)- MasterWorks Concert
 - November 20- MasterWorks Concert
 - **November 29 (day)- Wreath Sale**
 - December 11 (6:00 PM)- Holiday Concert
- 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. Hybrid: remote and in-person.

TO APPLY: If interested, please send a resume and cover letter to Kayla Arrington at karrington@cantonsymphony.org. Applications accepted until position is filled.