



Position: Summer Pops Intern
Department: Artistic Operations
Status: Part-Time/Seasonal Intern (\$10-\$12/hr)
Reports To: Operations Coordinator

JOB SUMMARY

The CSO seeks interns to assist in the execution of our Summer Pops Series. Will report to Operations Coordinator and work alongside CSO Artistic Operations team. Internships will begin on 6/3/24 and run for 5 weeks. Interns will work 10-12 hours per week. Interns will each receive 2 tickets to a 2024-2025 CSO classical concert of their choosing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assisting in the set up and tear down of concerts.
- Working with the Operations Coordinator, assist in the booking/advancing/hospitality for Summer Pops prelude acts. Responsibilities may include arranging performance and technical logistics with artists, greeting them upon arrival, and helping with load-in and load-out.
- Maintain hospitality spaces for CSO musicians. Responsibilities may include helping musicians find hospitality room, restocking snacks/water, and collaborating with venue staff.
- Collaborate with Marketing and Development departments and ensure positive patron experiences. Responsibilities may include assisting with ticket scanning, answering patron questions, and wayfinding.

POSITION REQUIREMENTS

- Available for intern meeting on Monday, May 27th at 5:30pm (makeup meeting available)
- Available 12pm-11pm for all CSO Summer Pops Dates: June 9th, 16th, 23rd, 30th
- Interest in live music industry, orchestras, or arts administration preferred.
- Physical requirements include walking quickly, standing, and moving agilely for extended periods of time outdoors. Must be able to lift and carry up to 40 lbs.
- Good communication skills
- Ability to work as part of a team
- Adaptability and problem-solving skills

OPTIONAL OPPORTUNITIES

- Attend Artistic Operations team meetings
- Shadow an Artistic Operations team member (other departments may be available upon request)

- Attend orchestra rehearsals at the hall
- Introduction to orchestra management systems

APPLYING

Interested applicants should send a resume to cbeiter@charlottesymphony.org. No phone calls, please.

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