



**Butler County Symphony Orchestra
Administrative Intern
Posted 6/13/19**

Accepting applications and interviews until 6/24/2019

For more information call (724)-283-1402

The Administrative intern reports to the Association Executive and the Board President. The accepted candidate will work closely with the Association Executive, the BOD President, certain committees and Maestro Kraemer.

The Butler County Symphony Orchestra was started in 1948 by a group of local musicians who wanted to create a Symphony in Butler for the enjoyment of its members and the public. In their first ever rehearsal/invitation they were joined by members of the Pittsburgh Symphony Orchestra who helped to fill out the ensemble. Since then, it has grown into a professional Symphony Orchestra featuring soloists such as Andres Cardenes and Orion Weiss. The BCSO presents six concerts a year to 6000+ patrons, as well as 4 Educational Outreach Initiatives that reach 3500+ students annually. The BCSO also hosts a free summer concert series every Friday for four months in downtown Butler featuring everything from Blues to Beethoven.

Internship Period(s): A combination of these periods is preferred but not required.

- Summer 2019 (Ending August/September)
- 2019 Fall Academic Semester
- 2020 Spring Academic Semester

DUTIES AND RESPONSIBILITIES

- o Assist with organization and daily activities of the Butler Symphony
 - i. Process Season Ticket Orders and mail
 - ii. Some social media work
- o Filing and organization of the Association Executive office space
- o Prepare mailings, run business related errands (post office, staples, printer, etc..)
- o Update Musician Contracts for 2019-2020 Concert Season
- o Assist in the production of Season Concerts.
- o Assist in season logistics planning
 - i. Attend logistics planning meeting
 - ii. Take notes of needs and considerations

- iii. Create a document for use by all involved that details seasons logistics by concert and/or event.
- o Attend one or two community events representing the BCSO
 - i. Man a table for a certain amount of time
 - ii. Take submissions to win tickets
 - iii. Disseminate information
 - iv. Positively represent the BCSO

EXPERIENCE

- Students currently studying in the following fields preferred: Arts Administration, Music Business, Music Education, Music Performance, Non-Profit Administration or any other related field.
- Knowledge of and familiarity with Symphony Orchestras and Classical Music is helpful but not required.
- Experience with any sales/ticketing software is a plus.
- Experience working in an office setting preferred.
- Customer Service experience is helpful.

Schedule is flexible, but the accepted candidate will be expected to spend at least 4 - 8 hours (2-3 days/week) at the BCSO Office and also to complete other tasks from home.

Interested candidates should email their resume along with a short cover letter to the Association Executive, David Cosgrove, at butlersymphony@zoominternet.net or call (724)283-1402 to schedule an interview.

David Cosgrove
Association Executive
Butler County Symphony Association
butlersymphony@zoominternet.net
(724)-283-1402
259 S. Main St. Butler, PA 16001