



**Butler County Symphony Orchestra  
Educational Outreach Intern  
Posted 6/13/19**

**Accepting applications and interviews until 6/24/2019**

**For more information call (724)-283-1402**

The Educational Outreach Intern will report directly to the Association Executive and the Chair of Educational Outreach Initiatives. The Ed Outreach Intern will work closely with the Association Executive, Board President, Marketing, Maestro Kraemer and a variety of BCSO musicians, as well as teachers and school administrations.

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**

- Act as central point for all Educational Outreach Initiatives of the BCSO
- Assist all Committee Chairs in planning and executing the BCSO Educational Outreach Initiatives
- Maintain an EOI Calendar with all relevant meeting dates, deadlines and events
- Handle all correspondence between committee chairs, teachers, parents and students
- Assist in all EOI Events on the day of.

- Organize information and assist in creating all marketing and promotional materials for these events
- Work with Marketing Chair and Marketing Intern to write all press releases
- Teacher Forums
  - Forum on Link Up program from Carnegie Hall
  - Send out surveys to teachers and school administrations following the various EOI programs

## EXPERIENCE

- Students currently studying in the following fields preferred: Arts Administration, Music Business, Music Education, Education Majors of any focus, 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 other Non-profit Educational Outreach Initiatives is helpful
- Any experience with logistics planning 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](mailto:butlersymphony@zoominternet.net) or call (724)283-1402 to schedule an interview.

David Cosgrove  
Association Executive  
Butler County Symphony Association  
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(724)-283-1402  
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