

Abilene Philharmonic Association

Job Title: Internship

Reports to: Executive Director

SUMMARY

This internship is an ideal position for those interested in exploring a position in an orchestral and/or nonprofit setting. The Intern will work closely with all APO staff and provide support. Duties include general clerical, receptionist and project based work.

DUTIES

Essential Functions:

- Assists Box Office matters.
- Sorts/distributes mail. Assists with bulk mailers.
- Copies documents.
- Receives, screens and routes calls.
- Greets visitors.
- Filing and data entry.
- Run errands.
- Concert and event duties.

Other Functions:

- Projects as assigned by Marketing, Development, or Production departments. Performs other duties as assigned.

QUALIFICATIONS

Education: High school diploma or GED.

Experience: Previous experience in an office setting preferred.

Knowledge, skills and abilities: Knowledge of standard office practices. Excellent customer service skills. Excellent verbal and written communication skills. Ability to work independently and take initiative when appropriate. Writing/proofreading skills and an understanding of the English language (both written and oral) are required. Ability to use standard office equipment such as copy machines, multi-line telephones, fax machines, personal computer. Ability to use Microsoft Office Suite. Must be able to lift a minimum of 20 lbs. Must be able to handle all aspects of position in a positive, professional, timely, and efficient manner. Ability to interact in social settings and varied situations. Music background a plus, but not required.

Hours: 20 hours per week minimum.

Wage: Unpaid; College credit negotiable.

Additional information: Required to work occasional evenings and weekends for concerts/events.

Send Resumes to:

Abilene Philharmonic Association
Attention: Kevin Smith, Executive Director
1102 North 3rd St, Suite C
Abilene, TX 79601

Fax Number:
325.677.1299

Email:
director@abilenephilharmonic.org

Office Number:
325.677.6710

Applications are currently being accepted until the position is filled.