



Job Title: Education Internship

Reports to: Education Manager

SUMMARY

This internship is an ideal position for those interested in exploring a position in music education within a professional symphony orchestra. The Intern will work closely with all APO staff and provide support. Duties include program planning, preparation, and project based work.

DUTIES

Essential Functions:

- Assist with planning and execution of education activities.
- Assist with setup and breakdown of Abilene Youth Orchestra rehearsals and concerts.
- Music Librarian duties as assigned.
- Filing and data entry.
- Run errands.
- Concert and event duties.

Other Functions:

- 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 education background or currently studying music education preferred but not required.

Hours: 10 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: Susie Rockett, Education Manager
1102 North 3rd St., Suite C, Abilene, TX 79601

Email:
info@abilenephilharmonic.org

Office Number:
325.677.6710

Applications are currently being accepted until the position is filled.