



MADISON  
SYMPHONY  
ORCHESTRA

John DeMain | Music Director

## Madison Symphony Orchestra Education & Community Engagement Internship (unpaid)

The Madison Symphony Orchestra is now accepting applications for individuals interested in a part-time internship position with the Education and Community Engagement Department. This internship is a valuable opportunity to gain practical, on-the-job experience for individuals with a strong interest in the areas of arts management and education program development.

The MSO is one of America's leading regional orchestras and Madison's premier arts organization. Our Education Department and its programs are gaining national and international attention for innovation and creativity.

The internship will include: educational research, communications with partner organizations and schools, assisting in the production of educational materials, general administrative functions, database management, coordinating large mail projects (mail merge, labels and stuffing), drafting cover letters and more.

Opportunities may also arise in the area of Development.

The duration of this internship is negotiable.

This unpaid internship requires:

- Excellent organizational and interpersonal skills
- Proficiency in Microsoft Office
- Excellent communication skills, both written and verbal
- Ability to work independently
- Attention to detail
- Reliability
- Punctuality
- A sincere interest in music education and the performing arts

Please email a cover letter and resume to Kathryn Schwarzmann, Director of Education and Community Engagement, at [kschwarzmann@madisonsymphony.org](mailto:kschwarzmann@madisonsymphony.org).