



Alive through great music!

Carolyn Kuan, Music Director



Internship Description **Ongoing**

Position Title: Education Intern
Position Description: The Education Intern will gain familiarity with the internal and external operations of the Hartford Symphony education and community engagement programs, from content research for projects still in development all the way to performance day.
Reports to: Assistant Manager, Education and Community Engagement
Hours: <ul style="list-style-type: none">• Dates:<ul style="list-style-type: none">○ Fall semester option is Sep-Dec○ Spring semester option is Feb-May○ Summer session option is Jun-Aug• Hours:<ul style="list-style-type: none">○ 15-25 hours per week, depending on intern availability○ Flexible hours, but may require some nights and weekends
Position Duties and Responsibilities/Projects: <ul style="list-style-type: none">• Duties include<ul style="list-style-type: none">○ Researching musical and academic content for teacher guides○ Supporting development of relationships with schools, community venues such as libraries, and healthcare facilities and retirement homes, using targeted advertising for programs○ Facilitating setup and breakdown of the Instrument Discovery Lab at venues, working hands-on with Symphony musicians to support IDL activities○ Serving as a runner during education and community concerts, as well as rehearsals, where appropriate○ Opportunities available to independently design interactive, hands-on activities to occur during family programs
Previous experience/ skills required: <ul style="list-style-type: none">• MUST have a driver's license and their own vehicle• MUST be able to lift up to 25 lbs with ease• Excellent computer skills• Excellent written communication skills• Creative problem solving skills• Desire to work with young children• Ability to identify common orchestral instruments• Desire to have fun with projects!
Education (recommended): <ul style="list-style-type: none">• Currently pursuing or holds a degree in music, arts administration, or education.

To apply, email Miriam Engel, Assistant Manager for Education & Community Engagement, at MEngel@hartfordsymphony.org with a cover letter, resume, and writing sample.

Please do not make inquiries by phone.

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