



HARTFORD
SYMPHONY
ORCHESTRA®

Alive through great music!

Carolyn Kuan, Music Director

75
years

Internship Description **Ongoing**

Position Title: Production Intern
Position Description: The Production Intern will gain familiarity with the internal operations of the Hartford Symphony relating to productions, including experience working with staff, musicians, and crew.
Reports to: Artistic Operations Manager
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-Jul • Hours: <ul style="list-style-type: none"> ○ Approx. 16 hours per week, depending on intern availability. Flexible hours, but may require some nights and weekends. <ul style="list-style-type: none"> • Special summer session schedule: 12 hours (9am-10pm) on-site at Simsbury Meadows Performing Arts Center on Fridays (or Saturday for rain dates), 4 hours in-office during the week (ideally Thursdays)
Position Duties and Responsibilities/Projects: <ul style="list-style-type: none"> • Duties include <ul style="list-style-type: none"> ○ Runner during concerts ○ Assist with guest artist rider fulfillment ○ Dressing room set up ○ Ensure musicians and guest performers have sufficient water and supplies ○ Assist stage and dressing room clean up after performances ○ General office administration assistance ○ Prepare guest artist packets ○ Database & archive maintenance (training provided)
Previous experience/ skills required: <ul style="list-style-type: none"> • MUST have a driver's license and their own vehicle • Excellent computer skills • Excellent written communication skills • Creative problem solving skills • Desire to have fun with projects! Education (recommended): <ul style="list-style-type: none"> • Currently pursuing or holds a degree in theater, music, arts administration, company management, or stage management.

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.

The Hartford Symphony Orchestra is a Not-For-Profit, Equal Opportunity Employer, proud to serve Connecticut and its Citizens