# Internship Description

**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:**
- **Dates:**
  - Fall semester option is Sep-Dec
  - Spring semester option is Feb-May
  - Summer session option is Jun-Jul
- **Hours:**
  - Approx. 16 hours per week, depending on intern availability. Flexible hours, but may require some nights and weekends.
    - 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:**
- Duties include
  - 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:**
- 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):**
- Currently pursuing or holds a degree in theater, music, arts administration, company management, or stage management.

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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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