



HARTFORD
SYMPHONY
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Carolyn Kuan, Music Director

Internship Description **Ongoing**

Position Title: Music Library Intern
Position Description: The Music Library Intern will be involved in preparing, maintaining, and organizing the Hartford Symphony's sheet music library under direct supervision and instruction from the HSO's Music Librarian. The Music Library Intern will also provide support for the development of future programs.
Reports to: Artistic Operations Director & Music Librarian
Hours: <ul style="list-style-type: none"> • Dates: <ul style="list-style-type: none"> ○ Availability for this position is on a rolling basis • Hours: <ul style="list-style-type: none"> ○ Flexible hours, depending on intern availability
Position Duties and Responsibilities/Projects: <ul style="list-style-type: none"> • Assist the Music Librarian with the organization, archiving, and cataloguing of the HSO's sheet music library • Prepare sheet music for orchestra performances, including but not limited to, copying markings, scanning parts, and distributing hard copies to musicians • Support musical program research and development for multiple concert series • Perform general administrative duties (as needed)
Previous experience/ skills required: <ul style="list-style-type: none"> • MUST be able to lift up to 25 lbs with ease • Excellent computer skills • Excellent written communication skills • Creative problem solving skills • Ability to read music • Exemplary attention to detail and ability to follow written and verbal directions
Education (recommended): Currently pursuing or holds a degree in music, arts administration, or library science. Database, library or music library, and archival experience a plus.

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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