



HARTFORD  
SYMPHONY  
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*Alive through great music!*

Carolyn Kuan, Music Director

## **Internship Description** **Ongoing**

<b>Position Title:</b> <b>Development Intern</b>
<b>Position Description:</b> The Development Intern will assist with all aspects of donor relations and development, including working with staff, individual donors, sponsors, and patrons.
<b>Reports to:</b> Director of Development
<b>Hours:</b> <ul style="list-style-type: none"> <li>• Dates: <ul style="list-style-type: none"> <li>○ Fall semester option is Sep-Dec</li> <li>○ Spring semester option is Feb-May</li> <li>○ Summer session option is Jun-Aug</li> </ul> </li> <li>• Hours: <ul style="list-style-type: none"> <li>○ 15-25 hours per week, depending on intern availability</li> </ul> </li> </ul>
<b>Position Duties and Responsibilities/Projects:</b> <ul style="list-style-type: none"> <li>• Duties include <ul style="list-style-type: none"> <li>○ Representing HSO at concert information tables</li> <li>○ Researching and writing articles for inclusion in HSO's <i>Prelude</i> pre-concert guide</li> <li>○ Managing ticket donation requests</li> <li>○ Assisting with all donor, sponsor and fundraising events</li> <li>○ General administrative duties (as needed)</li> </ul> </li> </ul>
<b>Previous experience/ skills required:</b> <ul style="list-style-type: none"> <li>• Must be outgoing and enjoy speaking with donors and patrons professionally</li> <li>• Excellent computer skills</li> <li>• Excellent written communication skills</li> <li>• Self-motivated</li> <li>• Desire to have fun with projects!</li> </ul>
<b>Education (recommended):</b> <ul style="list-style-type: none"> <li>• Currently pursuing or holds a degree in music, English, communications, or business.</li> </ul>

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

Please do not make inquiries by phone.

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