# Internship Description

**Position Title:** Development Intern  

**Position Description:** The Development Intern will assist with all aspects of donor relations and development, including experience working with staff, individual donors, and sponsors.

**Reports to:** Annual Fund and Special Events Manager

**Hours:**  
- **Dates:**  
  - Fall semester option is Sep-Dec  
  - Spring semester option is Feb-May  
  - Summer session option is Jun-Aug  
- **Hours:** 15-25 hours per week, depending on intern availability

**Position Duties and Responsibilities/Projects:**  
- **Duties include**  
  - Representing HSO at concert information tables  
  - Researching and writing articles for inclusion in HSO's *Prelude* pre-concert guide  
  - Managing ticket donation requests  
  - Assisting with all donor, sponsor and fundraising events  
  - General administrative duties (as needed)

**Previous experience/skills required:**  
- Must be outgoing and enjoy speaking with donors and patrons professionally  
- 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 music, arts administration, English, communications, or business.

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To apply, please email Jen Galante, [jgalante@hartfordsymphony.org](mailto:jgalante@hartfordsymphony.org), with a cover letter, resume, and writing sample.

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