



HARTFORD
SYMPHONY
ORCHESTRA®

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Carolyn Kuan, Music Director

Internship Description **Ongoing**

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: <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-Aug • Hours: <ul style="list-style-type: none"> ○ 15-25 hours per week, depending on intern availability
Position Duties and Responsibilities/Projects: <ul style="list-style-type: none"> • Duties include <ul style="list-style-type: none"> ○ Representing HSO at concert information tables ○ Researching and writing articles for inclusion in HSO's <i>Prelude</i> pre-concert guide ○ Managing ticket donation requests ○ Assisting with all donor, sponsor and fundraising events ○ General administrative duties (as needed)
Previous experience/ skills required: <ul style="list-style-type: none"> • 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): <ul style="list-style-type: none"> • Currently pursuing or holds a degree in music, arts administration, English, communications, or business.

To apply, please email Jen Galante, jgalante@hartfordsymphony.org, with a cover letter, resume, and writing sample.

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