



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: Senior Manager, Development Operations
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 Eric Hutchinson at ehutchinson@hartfordsymphony.org, with a cover letter, resume, and writing sample.

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