

The Association of California Symphony Orchestras (ACSO) is recruiting a full-time summer intern through the Los Angeles County Department of Arts & Culture's [Arts Internship Program](#). The internship is 400 hours and is to be completed between mid-June and late August 2024, with a preferred start date of June 17, 2024 and end date of August 23, 2024. The hourly rate is \$17.28 per hour and the intern must be available to work 40 hours per week, with some flexibility. The position is a hybrid remote/in-office position. The deadline to apply is May 6, 2024. The job description as well as how to apply is below.

Conference and Marketing Intern

For more than 50 years, the Association of California Symphony Orchestras (ACSO) has been the network, the voice, and the forum for orchestral music in the west. A resource built to advance the industry by connecting and empowering its advocates, ACSO serves over 130 music organizations and their 2,000+ board and staff members. We support a diverse array of members, including professional, academic, youth, and community-based orchestras, choruses, and festivals in California and the western region.

The Conference and Marketing Intern will play an essential role in preparing for and executing ACSO's 2024 annual conference, a signature learning experience for 300 orchestra professionals throughout California. The conference will take place in San Francisco from July 25-27.

To promote the conference and encourage registration, the intern will build contact lists and send marketing information about the conference to the state and national performing arts communities. The intern will also provide in-office support to the staff as they prepare for the conference, including compiling registration materials and packets, ordering and packing supplies, and managing registration lists and answering questions. Onsite at the conference, the intern will provide logistical support in multiple areas, such as working with volunteers, helping at the registration desk, posting content to social media, monitoring session rooms, and other duties as needed.

The intern will also be encouraged to attend some of the sessions at the conference and to network with professionals to better understand California's orchestra community and learn about orchestra management.

In addition to conference planning, the intern will help prepare for ACSO's annual membership renewal campaign. The membership renewal campaign takes place from September through December, but preparation begins in August. ACSO has about 250 individual and organizational members at varying levels. The intern will also field member inquiries, post jobs in the online career center, post concerts in the online California Concerts Calendar, and other administrative duties as assigned.

Through their work, the intern will have the opportunity to learn about the role of arts service organizations in supporting the larger arts community and will learn about some of the orchestra industry's most critical topics and issues, such as equity, diversity, and inclusion; community relevance; sustainability; leadership development; and healthy cultures and business practices.

Eligibility:

Candidates MUST meet the eligibility requirements outlined by the LA County Arts Commission at <https://www.lacountyarts.org/opportunities/arts-internship-program-students/arts-internship-program-students-eligibility>

- Open to currently enrolled undergraduate students who reside or attend college in Los Angeles County.
- Recent graduates may apply as long as they have completed their degree between May 1 – December 1, 2024.
- Students who have previously participated in the program are not eligible to participate a second time and students who have already earned a BA, BS, or higher degree are not eligible.
- Students who are invited to participate in the program will be asked to provide verification of eligibility via college transcripts, driver's license, and other documents to show enrollment status and/or LA County residence.

Qualifications:

We seek someone who is flexible enough to work on a small team where everyone wears multiple hats, who is curious and excited to learn new things, who asks great questions, and who isn't afraid to bring new ideas to the table. Because the intern could be working remotely several days a week, we seek someone who is self-sufficient and self-motivated, and can be trusted to work independently but knows when to ask for help or input. The intern must possess excellent customer service skills, strong written and verbal communication skills, strong research skills, strong organizational and project management abilities, and pay keen attention to detail. Experience with Microsoft Office Suite and the ability to learn new software programs and databases is preferred. An interest in classical music is a plus.

The Association of California Symphony Orchestras is an Equal Opportunity Employer and is committed to diversity, equity and inclusion.

How to Apply:

To apply, please email resume, cover letter, and the contact information for two references to office@acso.org and put "LACDAC Intern" in the subject line. The deadline to apply is May 6, 2024. Questions? Please email office@acso.org.