

Tallahassee Symphony Orchestra Intern Position

Season 2022-2023

The Tallahassee Symphony Orchestra (TSO) seeks an organized, motivated intern to represent our organization well and reflect our primary value of “commitment to community.” The TSO intern will experience many aspects of running a mid-size orchestra of exceptional quality – to ensure this, attendance at all concerts and events is required (see schedule below). As a TSO intern, you become a part of a team of hard-working professionals who are committed to the ongoing success of the organization and, more importantly, the art form of orchestral music.



Your Capital City Orchestra.

Darko Butorac, Music Director & Conductor

The TSO is among the best regional orchestras of its kind in the country, largely because it is populated with the exceptional faculty, students, and graduates of Florida State University and Florida Agricultural & Mechanical University. In the 2022-23 season, the TSO offers an 18-event concert season to include: 5 Classical concerts, 2 Holiday performances, 3 Young People’s concerts, our 7th annual Spooktacular, and a special concert with Word of South.

Duties and responsibilities are outlined below.

- provide exceptional customer service to all TSO patrons
- assist in preparations for TSO board and committee meetings (attendance welcome, but not required)
- prepare mailings including tickets, fundraising invitations, and letters
- build visibility in online communities by helping to maintain social media accounts and online calendars
- run errands as needed for event preparations
- other projects and duties as needed

The TSO staff is held to an exceptional standard to provide the best service to our valuable patrons and sponsors. The TSO intern is expected to mirror this standard, and will:

- have a passion for the art form
- have curiosity or interest in the management of orchestras
- maintain a calm, polite, and professional manner in a variety of situations
- be trustworthy, honest, and loyal to the organization
- be creative and flexible

The internship will run August 2022 thru May 2023. The weekly schedule will vary depending on events, and attendance is required at the majority of the following events:

- Friday, September 9, 2022
- Saturday, September 10, 2022
- Saturday, October 15, 2022
- Friday, October 28, 2022
- Wednesday - Saturday, December 14-17, 2022
- Saturday, January 21, 2023
- Sunday, January 22, 2023
- Saturday, February 11, 2023
- Saturday, March 25, 2023
- Sunday, March 26, 2023
- Friday, April 21, 2023
- Saturday, May 6, 2023

The internship will run August 2022 through May 2023. The schedule will vary depending on events, but with weekly office commitments, will average 5 hours/ week. A \$500 stipend is offered each semester. Please send a cover letter and resume to Mary Kelsay at mkelsay@tallahassee-symphony.org by the end of day on Friday, August 12.