

Tallahassee Symphony Orchestra
Season 2023-2024
Intern Positions



TALLAHASSEE
SYMPHONY ORCHESTRA
Your Capital City Orchestra.
Darko Butorac, Music Director & Conductor

The Tallahassee Symphony Orchestra (TSO) seeks two organized, motivated interns to represent our organization and reflect our primary value of “commitment to community.” The TSO interns 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.

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 and Mechanical University. In the 2023-2024 season, the TSO offers an 18-event concert season that includes 5 Classics concerts, 4 Holiday performances, 3 Young People’s concerts, our 8th annual Spooktacular, 2nd annual Freedom’s Eve Emancipation Concert, Harry Potter and the Sorcerer’s Stone in Concert, and a special concert with Opening Nights.

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
- Assist with TSO email and social media marketing and branding campaigns
- Run errands as needed for event preparations
- Aid Box Office Staff in selling tickets via phone and in-person at the TSO Office and concert venue
- 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. TSO interns are 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 internships will run August 2023 through May 2024. The weekly schedule will vary depending on events, with an average of 5 hours per week. Attendance is required at the majority of the following events:

- Friday, September 8, 2023
- Saturday, September 30, 2023
- Sunday, October 1, 2023
- Friday, October 13, 2023
- Friday, October 27, 2023
- Wednesday-Sunday, December 6-10, 2023
- Saturday, January 20, 2024
- Sunday, January 21, 2024
- Saturday, February 17, 2024
- Friday, March 22, 2024
- Saturday, March 23, 2024
- Saturday, May 4, 2024

A \$500 stipend is offered each semester. Please send a cover letter and resume to Katie Conway at kconway@tallahasseesyphony.org by the end of the day on Friday, August 18.