



Season 2024-2025 Intern Position

The Tallahassee Symphony Orchestra (TSO) seeks an organized, motivated intern to represent our organization 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.

The TSO is among the best regional orchestras of its kind in the country, largely because it is populated with exceptional faculty, students, and graduates of Florida State University and Florida Agricultural and Mechanical University. In the 2024-2025 season, the TSO offers an 18-event concert season that includes 5 Classics concerts, 4 Holiday performances, 2 Young People’s concerts, our 9th annual Spooktacular, 3rd annual Freedom’s Eve Emancipation Concert, Star Wars: A New Hope in Concert, and a special concert with Opening Nights.

Duties and responsibilities:

- Provide exceptional customer service to all TSO patrons
- Assist in preparations for board and committee meetings (attendance welcome but not required)
- Prepare mailings, including tickets, fundraising invitations, and letters
- 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 internship will run from August 2024 through May 2025. The weekly schedule will vary depending on events, with an average of 5 hours per week.

Availability is required on the following dates*:

- Friday, September 13, 2024
- Saturday, September 28, 2024
- Sunday, September 29, 2024
- Friday, October 18, 2024
- Friday, October 25, 2024
- Friday, December 13–Sunday, December 15, 2024
- Saturday, January 18, 2025
- Saturday, March 29, 2025
- Saturday, May 3, 2025

*We will consider conflicts with the above dates on a case-by-case basis.

A \$1000 stipend is offered each semester. Please send a cover letter and resume to Mary Kelsay at mkelsay@tallahasseesymphony.org by the end of the day on Friday, August 9.