

## Season 2025–2026

### 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 working at 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 2025–2026 season, the TSO welcomes a brand new Music Director & Conductor and celebrates 45 years of music making. The orchestra is offering a 20-event concert season that includes Classics concerts, Open Dress Rehearsals, Holiday performances, Young People’s Concerts, the annual Halloween Spooktacular, a 45th Anniversary Gala Concert, a special concert with Opening Nights, and a partnership concert with Visit Tallahassee.

#### Duties and responsibilities:

##### Patron Services

- 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
- 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

##### Marketing

- Draft email blasts, newsletters, pre and post-concert emails
- Finalize Open Rehearsal Programs
- Finalize Concert Slideshows
- Keep Community Calendars updated with TSO events

- Keyword and organize photos
- Assist with TSO Social Media posts and planning
- Assist with Marketing Research and Analytics

#### Events

- Run errands as needed for event preparations
- Assist with load in and set up at all events
- Work the TSO info tables at all events
- Assist with tear down and clean up at all events

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 by showing a passion for the art form and interest in the management of orchestras; maintaining a calm, polite, and professional manner in a variety of situations; and being trustworthy, honest, creative, and flexible.

The internship will run from August 2025 through December 2025 with the opportunity to return for the spring semester. The weekly schedule will vary depending on events, with an average of 5 hours per week.

Compensation is \$1000 each semester. Please send a cover letter and resume to Mary Kelsay at [mkelsay@tallahasseeesymphony.org](mailto:mkelsay@tallahasseeesymphony.org) by the *end of the day on **Friday, August 8.***

All-day availability is requested on the following dates\*:

#### Fall 2025

- Saturday, September 13
- Sunday, September 14
- Friday, October 17
- Saturday, October 25
- Friday, November 7
- Friday, December 12
- Sunday, December 14
- Wednesday, December 17 thru Saturday December 20

#### Spring 2026

- Saturday, January 17
- Saturday, March 28
- Saturday, May 2

\*We understand some dates are on school days or are after the semester ends. We will consider conflicts with the above dates on a case-by-case basis. Please note that the duties of this position will prevent the selected candidate from playing in the orchestra on any of the dates listed above.