



PITTSBURGH SYMPHONY ORCHESTRA

Events Intern – Summer 2023

The Pittsburgh Symphony Orchestra (PSO) was founded 127 years ago, performing its first concert at Pittsburgh's Carnegie Music Hall in 1896. Today, the PSO is one of the finest, most acclaimed orchestras in the world, having toured and recorded extensively throughout its history and boasts of multiple GRAMMY nominations and wins. It also owns and operates Heinz Hall for the Performing Arts, an historic movie theater which in 1971 became home to the PSO and the cornerstone of what is now called Pittsburgh's Cultural District. In 2008-2009, Austrian conductor Manfred Honeck became the PSO's ninth music director following in the luminous footsteps of Victor Herbert, Fritz Reiner, William Steinberg, André Previn, and Lorin Maazel, among others. In addition to presenting more than 100 performances each year at Heinz Hall, both with and without the Orchestra, PSO boasts award-winning Learning & Community Engagement programs that reach more than 30,000 youth and adults each year in and around the Western Pennsylvania region.

INTERNSHIP TITLE: Events Intern

DATES: Summer 2023 (with option to extend through Fall 2023)

JOB PURPOSE AND REPORTING STRUCTURE

- The Events Intern assists in the design and implementation of the PSO's special events. The position will primarily focus on the PSO's largest annual fundraising event, the Gala on Saturday, September 23, 2023. Additionally, the position will support summer fundraising event in July, as well as other cultivation and stewardship events. There will also be an opportunity to work with other areas of the Development team on special projects including: donor and prospect research, proposal/letter writing, donor benefits benchmarking, etc.
- Reports to: Manager of Events and Director of Events

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Play a key role in assisting with the design, organization, and implementation of the PSO's annual Gala.
- Assist in the research, and development of the annual Gala Auction.
- Maintain up-to-date paper and electronic files on all Special Events. Document internal and external communications that concern Special Events.
- Maintain database of PSO event attendees and coordinate information within the Tessitura electronic management system.
- Assist in the preparation of all correspondence and reports regarding Special Events for staff and volunteers.
- Participate in Development department cultivation/stewardship events.
- Other projects as assigned

REQUIREMENTS:

- Currently enrolled in undergraduate or graduate level studies
- Interest in learning more about event planning and fundraising in non-profit organizations, preferably with past events or catering experience
- Excellent organizational skills, verbal and writing skills, and excellent attention to detail
- Ability to interact comfortably and effectively volunteer leadership
- This is a fulltime internship (minimum of 30 hours/week) in the summer and a minimum of 10 hours/week if continued into the fall.
- Commitment to work an occasional evening or weekend based on event schedule.
- **Expectation to fulfill the internship through the end of the Gala on Saturday, September 23, 2023 and participate on the entire day of the event setup and production. Internship can be continued through the Fall.**

COMPENSATION

This is an unpaid position, but the intern may qualify for pay through Federal Community Service Work Study.

APPLICATION INSTRUCTIONS

Send resume and cover letter to Bryan Abbott, Manager of Events, at babbott@pittsburghsymphony.org, with the subject line "Events Intern". Applications are due no later than May 5, 2023 or until internship is filled.