



**Position:** Learning & Community Engagement Intern – Summer 2023

**Reports to:** Director of Learning & Community Engagement

The Learning & Community Engagement department of the Pittsburgh Symphony Orchestra designs, implements, and evaluates music programs for the greater Pittsburgh community. Our learning programs focus on sparking curiosity, developing skills, and building knowledge about music among students in grades Pre-K through 12, while our community engagement programs deliver customized, collaborative initiatives with partners throughout the region.

The Learning & Community Engagement Intern position will work alongside our three-person team to assist with the planning and production of these programs. Specific opportunities will be shaped to accommodate the learning objectives of the candidate while mutually benefiting the goals of the department.

**Duties and Responsibilities:**

- Assist with year-end evaluation, including preparing details for grant reporting and funder communications
- Lead the visioning and creation of a new communication tool to highlight innovations and accomplishments from the 22-23 LCE season
- Provide event support at LCE summer events, including the Fiddlesticks in Your Neighborhood family concert summer series at locations across the region
- Participate in LCE preparations for the 2023-24 season; contribute to content development research as needed
- Collaborate with all members of the LCE team and colleagues across departments

**Requirements:**

- Currently enrolled in a graduate-level college/university program; arts management students preferred
- Excellent oral and written skills
- Excellent organizational skills
- Strong attention to detail
- Ability to work individually and in a team
- Proficiency in Microsoft Office Suite

**Hours:** Negotiable, up to 35 hours/week

**Compensation:** This is a non-paid position. Candidates must be able to receive college credit or participate in the Federal Community Service Work Study program to be eligible for this internship.

**To Learn More or Apply:** Send a cover letter, short writing sample (500-word max), and résumé to:  
[hr@pittsburghsymphony.org](mailto:hr@pittsburghsymphony.org)  
Applications are due no later than April 15, 2022, or until internship is filled.