



PITTSBURGH SYMPHONY ORCHESTRA

Orchestra Operations Intern – Summer 2023

PURPOSE AND REPORTING STRUCTURE

- The Operations Intern will be responsible for assisting the Operations Department with all day to day orchestra operations. Primary areas of responsibility include work on concert production for a variety of products performed at Heinz Hall and preparations for concerts outside of Heinz Hall including orchestra tours and additional concerts performed in the region.
- Reports to: Senior Manager of Orchestra Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop a thorough understanding of Orchestra Operations concepts
- Observe and participate in “hands-on” work backstage with orchestra and production staff for specific concerts within and outside of Heinz Hall.
- Responsible for research and database projects as assigned
- Preparation of media components and props for multiple education concerts
- Assist the Personnel Department with auditions
- Assist with preparation for domestic and international tours
- Assist with department organization
- Other duties/projects as assigned

REQUIREMENTS

The ideal candidate must possess the ability to work independently as well as function as part of a collaborative team. Other requirements include:

- Microsoft Office products necessary, desktop publishing skills preferred.
- Applicant should have a respect for details, accuracy and organization. Operations is an extremely detail-oriented field and requires an individual who has the ability to see the importance of details in the final product and to anticipate potential problems.
- Must be comfortable working with a diverse group of personalities.
- Applicant should be enthusiastic and have strong communication skills and be a team-player.
- Applicant should have a love of orchestras and be interested in orchestra management.
- Ability and willingness to work irregular hours, including evenings and weekends

COMPENSATION

This is an unpaid internship, but the intern may qualify for pay through Federal Community Service Work Study. This position will average a minimum of 20 hours per week.

Please email cover letter and résumé to: compass@pittsburghsymphony.org