Orchestra Operations Intern – Summer 2022

The Pittsburgh Symphony Orchestra (PSO) was founded 126 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: Orchestra Operations Intern
DATES: Summer 2022

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: 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 projects as assigned
- Preparation of media components and props for multiple education concerts
- 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 evening and/or weekends

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

APPLICATION INSTRUCTIONS
Please email a cover letter and current resume to Kaylene Beal, Manager of Orchestra Operations at kbeal@pittsburghsymphony.org with the subject line “Orchestra Operations Intern”. Applications are due no later than April 30, 2022, or until internship is filled.