



**Virginia Symphony Orchestra
INTERNSHIP DESCRIPTION**

Position: Education Intern
Department: Education
Reports to: Director of Education
Status: Part-time, flexible hours, seasonal

The Virginia Symphony Orchestra is seeking students who are pursuing a degree in Education or the Performing Arts with a career orientation or personal interest in arts administration and education.

This internship opportunity offers hands-on experience in a variety of areas related to music education, performing arts, and arts administration. Candidates must have strong organizational skills and be able to handle a variety of tasks simultaneously.

Responsibilities will include but are not limited to:

- Attending Education programs, tracking attendance, assisting staff, and taking photographs for VSO promotional materials and social media
- Posting updates to the VSO website and social media platforms and creating flyers for upcoming Education events and programs
- Organizing and maintaining archive of educational materials and assessment tools, and student/teacher/audience feedback
- Supporting the Education staff in data entry, correspondence, and other office tasks

Non-paid internship.

Send or email a letter of interest and provide two names for references with email address to:

Helen Martell, hmartell@virginiasymphony.org

Virginia Symphony Orchestra
150 Boush St, Suite 201
Norfolk, VA 23508

Deadline is December 15, 2021