New Jersey Symphony Orchestra

Title: Communications and External Affairs Intern

Location: Newark, NJ

Job Type: Co-op/Internship

Compensation Type: Non-paid


Job Description: The Communications & External Affairs Department of the New Jersey Symphony Orchestra seeks a highly motivated intern to lend support in the areas of research and promotion.

Primary Responsibilities:

- Research media outlets—both statewide and national—to assess their value to the NJSO and assist in initiating contact with potential reviewers, features writers and editors.
- Submit NJSO events to online calendar listings and other arts calendars.
- Examine past press coverage of the NJSO and create a filing system for hard copies of articles.
- Implement a new system for storing and identifying photos from NJSO events and concerts.
- Copyedit press releases, artist bios and other documents.
- Generate copy—short feature stories and news blurbs—for weekly one-page internal newsletter.
- Explore new media—e.g. Internet, social media—possibilities and capabilities.
- Provide administrative support to the Communications & External Affairs Department.
- Provide on-site support for NJSO concerts and special events.
- Other duties as assigned.

Qualifications:

- Excellent writing and proofreading skills.
- Knowledge of Microsoft Office.

Application Instructions:

Please email (preferred), fax or mail a cover letter and resume to the attention of Victoria McCabe at vmccabe@njsymphony.org. Cover letters should outline career goals, how this internship fits within those goals, experience in arts management and availability.
If applying by email, please reference the name of the internship in the subject line. Mailed and faxed applications should be sent to:

Victoria McCabe  
New Jersey Symphony Orchestra  
60 Park Place, 9th Floor  
Newark, NJ 07102  
Fax: 973.624.2115

No phone calls, please.

Please visit [http://www.njsymphony.org/about-njso/careers-auditions/administrative-internships](http://www.njsymphony.org/about-njso/careers-auditions/administrative-internships) for additional information, including the benefits of an internship with the NJSO.

**About the Organization:**

Named “a vital, artistically significant musical organization” by The Wall Street Journal, the New Jersey Symphony Orchestra embodies that vitality through its statewide presence and critically acclaimed performances, education partnerships and unparalleled access to music and the Orchestra’s superb musicians.

Under the leadership of newly-appointed Music Director Xian Zhang, the NJSO presents classical, pops and family programs, as well as outdoor summer concerts and special events. Embracing its legacy as a statewide orchestra, the NJSO is the resident orchestra of the New Jersey Performing Arts Center in Newark and regularly performs at the State Theatre in New Brunswick, Count Basie Theatre in Red Bank, Richardson Auditorium in Princeton, Mayo Performing Arts Center in Morristown and bergenPAC in Englewood. Partnerships with New Jersey arts organizations, universities and civic organizations remain a key element of the Orchestra’s statewide identity.

In addition to its lauded artistic programming, the NJSO presents a suite of education and community engagement programs that promote meaningful, lifelong engagement with live music. Programs include school-time Concerts for Young People performances and multiple offerings—including the NJSO Youth Orchestras family of student ensembles and El Sistema-inspired NJSO CHAMPS (Character, Achievement and Music Project)—that provide and promote instrumental instruction as part of the NJSO Academy. The NJSO’s REACH (Resources for Education and Community Harmony) chamber music program annually brings original programs—designed and performed by NJSO musicians—to a variety of settings, reaching as many as 22,000 people in nearly all of New Jersey’s 21 counties.

**Disclaimer Information:** The New Jersey Symphony Orchestra is an equal opportunity employer.