



Education & Community Engagement Department Internship

- Position:** Education & Community Engagement Intern
- Reports to:** Samuel McDonald, Education Manager
- Timeframe:** Up to 36 weeks between September 2023 and June 2024
- Hours:** Up to 10 hours per week – *combination of in-person and remote work*
- Stipend:** \$14.13 – 15.00/hr (NJ State Minimum Wage); two complimentary tickets to select Symphony concerts; eligible for mileage and parking reimbursement for assigned events outside of the Symphony’s home base in Newark.

New Jersey Symphony Overview:

The New Jersey Symphony will redefine what it means to be a nationally leading, relevant orchestra in the 21st century.

As we celebrate our centennial, we are renewing our deeply rooted commitment to diversity, equity and inclusion by championing new, and often local, artists; engaging audiences for whom the inspiring depth and breadth of classical music will be new; and incorporating the broadest possible representation in all aspects of our organization—all to better reflect and serve our vibrant communities.

Internship Summary:

The Education & Community Engagement (ECE) Department of the New Jersey Symphony seeks a highly motivated intern to lend support to the various programs of the department, primarily the New Jersey Symphony Youth Orchestra, the Resident Youth Orchestra of the John J. Cali School of Music at Montclair State University. The ECE Intern will gain experience by observing, assisting and supporting the organization’s education and community engagement programs. The ECE team seeks someone with enthusiasm and creativity who will also collaborate on program ideation, planning, implementation and evaluation to help reimagine the ways in which we forward the mission of the Symphony.

Currently, all New Jersey Symphony employees work on a hybrid basis, splitting work from the office and work from home. Saturday in-person work at the Cali School is necessary for Youth Orchestra rehearsals and other program activities. There may be other Symphony events that require the ECE Intern to work in person in compliance with the Symphony’s COVID-19 Safety Plan.

For detailed descriptions of the Symphony’s education programs, visit njsymphony.org/education

PRIMARY DUTIES

- Assist with preparation and logistics of the New Jersey Symphony Youth Orchestra.
- Provide weekly logistical support to faculty and staff for on-site and virtual programs.

- Depending on work history and experience, other duties may include basic administrative and marketing tasks, classroom/rehearsal support, scoring, photo/video capture, music librarian work, event coordinating and/or stage managing.
- Other duties as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

- Excellent verbal, organizational and interpersonal skills.
- A sincere desire and passion to make classical music accessible to new and diverse audiences.
- Strong attention to detail and ability to work both as part of a team and independently.
- Ability to interact positively in a team-oriented environment.
- Reliability, dependability and timely responsiveness to correspondence.

SKILLS AND QUALIFICATIONS A PLUS BUT NOT REQUIRED

- Strong computer skills including Microsoft Office Suite, Google Drive, Dropbox and social media platforms.
- Familiarity with basic photo/video capture (smartphone or tablet) and editing.
- Familiarity with classical music and orchestra management.
- Familiarity with New Jersey's diverse communities.
- Strong education, music and/or arts administration background.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Must be at least 18 years old and available on Saturdays 8:00 am – 3:30pm to assist with on-site support of the New Jersey Symphony Youth Orchestra.
- Must be authorized to work in the US without sponsorship.
- Physical requirements include carrying and setting up music stands, chairs and supplies.

Application Instructions

To apply, please **submit via email the following items:**

- Cover letter
- Resume
- Two (2) professional/academic references, including email address and phone number

Email resume, cover letter and references by **September 18, 2023** to:

Samuel McDonald

Education Manager

smcdonald@njsymphony.org

Please include "ECE Internship" in the subject line. No phone calls, please.

The New Jersey Symphony celebrates the cultural vibrancy of our communities and builds meaningful relationships that elevate and strengthen them. We seek to create a culture of inclusion and a work environment that values hard work, professionalism and creativity. We are committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome to apply for open positions.