



INTERNSHIP DESCRIPTION

INTERNSHIP TITLE: Operations Intern
Dates Needed: September 2017 – May 2018
Reports to: Harrison T. Mullins, Production Manager

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for research projects as assigned
- Preparation of media components and props for multiple education concerts
- "Hands-on" work backstage with orchestra and production staff for specific concerts within and outside of Heinz Hall
- Assist with preparation for domestic and international tours
- Assist with department organization

REQUIRED SKILLS

- Knowledge of 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 someone 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.

To apply for this internship:

Send resume and cover letter to Harrison T. Mullins, 600 Penn Ave, Pittsburgh, PA 15222 or e-mail to hmullins@pittsburghsymphony.org.

Applications due no later than August 25, 2017 or until internship is filled

This is a non-paid position. Candidates must be able to receive college credit to be eligible for this internship. This position requires a minimum of 15 hours per week but depending on applicants' availability could be a 30 hour per week internship. For more information please call Harrison T. Mullins at 412-315-3140.