

## **Job Description Education Programs Intern**

**Job Title:** Sarasota Music Festival and Sarasota Orchestra Education Intern

**Reports To:** Education Director

**Starting Date/Ending Date:**

- Winter Internship Jan. –May
- Summer Internship May-August  
(exact dates are flexible based on candidate)

**General Overview:**

The Sarasota Orchestra is comprised of three main divisions: the professional Sarasota Orchestra, the Sarasota Music Festival and the programs of the Education Department: Sarasota Youth Orchestras, the Summer Music Camp, and the Community Education Programs. The Youth Orchestra program consists of 2 full orchestras and 3 string ensembles. The Summer Music Camp is a three week camp for strings, winds and percussion students of all levels. The Sarasota Music Festival is a three week intensive chamber music festival for international pre-professional students. The Education Intern provides program assistance and administrative support for the Education programs. It is a temporary full time position of 40 hours per week.

**Responsibilities:**

- Provide support for the Sarasota Music Festival including:
  - Create daily schedule for students, faculty, and artistic director
  - Act as personnel manager for dress rehearsals of chamber music and orchestra rehearsals and concerts
  - Coordinate the volunteers for the Festival including sales at concerts
  - Organize and coordinate the community outreach for SMF
- Provide support for the Sarasota Orchestra Education Programs and Summer Music Camp
  - Interfacing with Library, Production, Personnel and Marketing Departments
  - Assisting with schedules and daily operations of Youth Orchestra Program including some hours on Monday evening and Saturday morning
  - Assisting with applications and database entry for all programs
- Comply with any other duties, obligations, responsibilities, policies, procedures or terms of and conditions of employment as outlined in the Orchestra's Personnel Manual.

**Qualifications:**

- Knowledge of music and scores required.
- Music library experience a plus.
- Database management a plus.
- Well organized and deadline oriented with great attention to detail.
- Ability to work flexible hours including weekends and evenings on occasion.

**Compensation: \$8 per hour/40 hours per week**

Submit application, 2 letters of recommendation, resume and cover-letter to:

[SOconnor@sarasotaorchestra.org](mailto:SOconnor@sarasotaorchestra.org) attention: Education Internship

Education Internship  
Human Relations  
709 N. Tamiami Trail  
Sarasota, FL 34236