



Share the Sound!

Organization: The Norwalk Symphony Orchestra
Contact Person: Audrey J. Szychulski, Executive Director
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Address: One Park Street
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Internship Opportunities

Learning experiences – Interns will have the opportunity to learn and participate in a variety of areas related to arts management, such as: publicity, marketing, concert production, budgeting, design, grant writing, database management, and fundraising.

Office support – Assist in preparing and mailing subscription campaign materials, press releases, post card mailings, donor letters, etc; update contact information in our database; aid in coordinating logistics of the (Not) Just For Kids Programs; and provide office support in the daily operations of our non-profit organization.

E-marketing initiatives – Send website updates to our webmaster; update and develop our presence on Facebook, Twitter, and YouTube; prepare regular e-mail messages through ConstantContact e-mail marketing system; etc. NSO is always looking for new initiatives that can enhance our e-marketing efforts. Interns would be given the opportunity to research and implement new solutions.

Requirements

Education – College level students required. Preference given to those majoring in Arts Administration or Music Business but students majoring in Business, Marketing, and Communications will also be considered.

Skills – Ability to use Microsoft Excel, Outlook, and Word. Access a plus. Some instruction on software programs used in office is possible. Excellent communication skills are needed in answering phones and responding to e-mails.

Scheduling – approximately 10-30 hours per week. NSO is flexible in scheduling to ensure that internship requirements are met. Regular business hours are 9 AM to 5 PM. Time would be required on concert weekends and for special events in the evenings and on weekends.

Interested applicants should submit a resume and cover letter via email to audrey@norwalksymphony.org

FOR MORE INFORMATION CALL: (203)847-8844 **E-MAIL:** info@norwalksymphony.org
OR VISIT www.norwalksymphony.org