

Philadelphia Sinfonia Association

Position Title: Orchestra Program Intern

Reports to: Conductors, Program Manager, and Program Associate

Stipend: \$2,500, paid in equal monthly installments between September 2024 and May 2025

The Orchestra Program Intern is responsible for assisting with all setup and functional needs during all Philadelphia Sinfonia Association (PSA) orchestra rehearsals, including PS, PSP, PSCO, and PSS. The Intern will work closely with the Music Director, Conductors, Program Manager, and Program Associate.

Essential Functions:

- Attend all PSA rehearsals on Saturdays between September 14, 2024 through May 17, 2025. Saturday schedule: arrival by 8:45 AM; departure at 6:30 PM
- Assist with ensemble setup for all orchestra rehearsals (chairs, stands, front desk set-up, etc.)
- Assist Program Manager and Program Associate with any general administrative tasks
- Assist as needed with securing music and with any student issues during rehearsal
- Assist with seating audition logistics during orchestra rehearsals
- Attend all PSA concerts; assist with set-up before sound check and clean-up post-concert
- Depending on the candidate's background, play in PSA orchestras as needed for rehearsals and concerts as a ringer (modest additional ringer honorarium provided)
- Assist with fall and spring auditions (as schedule permits)
- Upon request, run mini-sectionals on select orchestral repertoire
- Other duties as assigned

Qualifications:

- The candidate is ideally a recent high school or college graduate
- Knowledge of orchestral repertoire and ability to read music is desired
- Excellent organizational and interpersonal skills
- Ability to work in a fast-paced environment and ability to stand for long periods of time
- Ability to lift and move heavy equipment, including percussion equipment, chairs, and stands
- Interest in arts administration is a plus

To Apply:

Please send your resume, cover letter, and two professional references to Jon Hummel, Executive Director, by email: jhummel@philadelphiasinfonia.com. Applications will be reviewed and considered as they are received. Position will remain open until filled.