

IMMEDIATE [INTERNSHIP](#) OPENING:

Are you a [college](#) student
[looking](#) for work experience in...

[Arts](#) management

[Box Office](#) operations

[Marketing & public relations](#) strategies

[Website](#) development & design

[Description](#)

The Northbrook Symphony is looking for someone to work with our small staff in all aspects of arts organization management, including coordination and development of student outreach activities, marketing, public relations, fundraising strategies and some basic office responsibilities and enhancement of our website. Will include opportunities to sit in on Board meetings as well as marketing and other committee meetings, and helping with box office duties on our five concert Sunday afternoons.

[Qualifications](#)

Must have an interest in symphonic music and be willing to learn! Must have ability to work well with people; have an interest and some coursework in marketing and public relations. Basic computer skills necessary; experience with Windows XP, Microsoft Office software (Word, Excel). Web Design experience a plus, but not required.

[Schedule/Hours Per Week](#)

Dates: Mid-Late August/early September through mid-December. Potentially also second semester, January – May. 4-8 hours per week, can be flexible to coordinate with student's schedule. Board/Committee meetings are typically in the evening. Absolutely necessary to work approximately 4 hours (noon 'til 4:00 p.m.) on concert Sundays: Oct. 18, Dec. 20, Feb. 21, 2010, Mar. 21, May 16.

[Pay Rate](#)

For course work credit only.

[How to Apply](#)

Call or E-mail: Nestor Dyhdalo, General Manager

Office phone: 847.272.0755

E-mail: gm@northbrooksymphony.org

[Application Deadline](#)

Open