



**MADISON  
SYMPHONY  
ORCHESTRA**

John DeMain | Music Director

## **Madison Symphony Orchestra Education & Community Engagement Internship (Unpaid)**

The Madison Symphony Orchestra is now accepting applications for individuals interested in a part-time internship position with the Education and Community Engagement Department. This internship is a valuable opportunity to gain practical on-the-job experience for individuals with a strong interest in the field of in arts management and education program development.

The MSO is one of America's leading regional orchestras and Madison's premier arts organization. We have a unique tradition of sound fiscal management and sharp business acumen. Our Education Department and its programs are gaining national and international attention for innovation and creativity. And our Director of Education and Community Engagement is currently serving on the League of American Orchestra's Community Engagement Leadership Committee.

The internship will include: educational research, communications with partner organizations and schools, assisting in the production of educational materials, general administrative functions, database management, coordinating large mail projects (mail merge, labels and stuffing), drafting cover letters and more.

Opportunities may also arise in the area of Development.  
The duration of this internship is negotiable.

This unpaid internship requires:

- Excellent organizational and interpersonal skills
- Proficiency in Microsoft Office
- Excellent communication skills, both written and verbal
- Detail oriented
- A sincere interest in music education and the performing arts

Please email a cover letter and your resume, as a Microsoft Word or PDF attachment to Michelle A. Kaebisch, Director of Education and Community Engagement, at [mkaebisch@madisonsymphony.org](mailto:mkaebisch@madisonsymphony.org).