

Arts Management Assistant Summer Internship

The Orchestra of the Southern Finger Lakes announces an internship opening for the 2023 summer term.

Description: Internships at the OSFL offer a blend of opportunities to learn and to help. In addition to working closely with the Managing Director for the day-to-day operations, the Arts Management Assistant Intern will work with members of the Board of Directors in their areas of specialty, OSFL musicians, and the administrative team. Duties may include ticket office and payment processing, daily bank and post office errands, organizing files and archive materials, social media marketing, proofreading, and onsite support for educational concerts and special events.

Education: This internship is suited for students with music, nonprofit arts administration or music industry focus.

Scheduling requirements: Summer 2023, flexible start and end dates. Prefer starting in mid-May. Approximately 20-25 hours per week during regular office hours, with flexibility to include occasional evening and weekend hours during concerts and special events. Internship is located at the OSFL office in Corning, NY and regular business hours are 9 AM to 4 PM Monday through Friday. Dates, hours, and schedule may change in order to ensure that internship requirements are met for college credit, if applicable.

Compensation: \$14.20 per hour

Qualifications & Requirements:

- Excellent customer service skills to work effectively with all members of the OSFL organization, Board Members, donors, audience members, and the community at large
- Excellent written and oral communication skills
- Proficient at using a PC, Microsoft Office products, Google Workspace, and social media
- Attention to detail and well organized
- Ability to exercise discretion with confidential information

To Apply, please email a résumé and cover letter to karen@osfl.org no later than May 15, 2023 and indicate available start date. Names and contact information for 3 references will be required of those applicants advancing to the final round of interviews.

The OSFL is an equal opportunity employer. The OSFL does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or any other characteristics protected by law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the arts are strongly encouraged to apply.

Corning-Elmira Musical Arts, Inc. (CEMA) is the official name of this multifaceted organization operating under the assumed name of the Orchestra of the Southern Finger Lakes (OSFL). It is comprised of the only professional year-round orchestra in Corning-Elmira and the surrounding region—the Orchestra of the Southern Finger Lakes under the direction of Toshiyuki Shimada, Music Director & Conductor; a youth orchestra; a symphonic chorus; and the Musicians' Choice Chamber Music Series which is performed by the professional musicians of the OSFL.

The OSFL serves the Elmira and Corning area communities with the mission to consistently present the highest level of classical music to inspire appreciation and provide musical education through the performances of all our ensembles.