Box Office Internship

**Reports To:** Executive Director  
**Deadline to Apply:** March 1, 2020. Position will close once filled.

**Job Description**

**Marketing Internship**
The Cincinnati Chamber Orchestra (CCO) seeks a **Box Office Intern who possesses strong communication and administrative skills**, leading up to our 2020 summer festival season. This position offers college students an opportunity to learn about the behind-the-scenes operations of a chamber orchestra during the CCO's sixth annual Summermusik festival season.

**Dates:** 8 weeks, July 1 through August 30, 2020.

**Working hours:** Monday through Friday, 9:00am-5:00pm with additional hours on days of performances and events. Please note: Due to the compact nature of the schedule of this festival, this position will require availability on several evenings and weekends.

**Stipend:** $1,150. Interns receive complimentary event admission and performance tickets. Housing is not provided and is the responsibility of the intern.

Interns report to Executive Director LeAnne Anklan, but this position will also work very closely with Finance Director/Senior Grants Writer Ralf Ehrhardt who manages the CCO's box office operations.

**Responsibilities and Duties Include:**
- Assist Finance Director/Senior Grants Writer (FD) with a variety of tasks relating to festival ticketing operations.
  - Learn the ins and outs of our CRM and ticketing database, Spektrix
  - Walk our patrons through the decision and purchase process for festival tickets, whether over the phone or in-person at the CCO offices
  - Work with the FD to set up and work at the box office at all festival events
- Assist Executive Director (ED) and Marketing Intern with a variety of tasks to help promote the 2020 festival, including but not limited to:
  - Assist ED with creating, proofing and sending out festival email newsletters and Performance Prep communications
  - Assist with promotional programs
  - Marketing and communications copywriting, proofing and editing
  - Update and maintain media files
  - Distribute marketing materials throughout the community
- Provide general assistance to the CCO on various administrative tasks as assigned
- Build your Cincinnati artistic community network while working with many of the area’s top musicians

**Qualifications Include:**
- Experience working for not-for-profit organizations, preferably in the arts field
- Strong oral and written communication and analytical skills
- Experience in customer service positions, preferably in the arts field
- Knowledge of social media platforms
- Strong computer skills in the Microsoft Office suite. Knowledge of Photoshop and Illustrator a plus
- Knowledge of database software such as Spektrix is a plus
- Detail-oriented and organized with a demonstrated ability to multitask, prioritize and meet deadlines
- Ability to work effectively in a fast-paced environment
● Demonstrated self-starter, who can also work as a member of our fun team!
● Demonstrated ability to learn new technologies and solutions quickly
● Undergraduate or graduate students studying arts administration, communications, marketing or related field preferred
● The candidate must have his or her own transportation
● Ability to lift, carry and move up to 50 pounds
● Valid Ohio driver’s license and good driving record

By participating in this internship, you will learn valuable skills necessary to move into the artistic administrative field, with a specific emphasis on performing arts marketing and box office management.

To Apply:
Send resume and cover letter to anklan@ccocincinnati.org. In subject line, please reference: Box Office Internship.

Contact:
LeAnne Anklan
anklan@ccocincinnati.org

About Cincinnati Chamber Orchestra:
The Cincinnati Chamber Orchestra creates intimate, transformative experiences that connect the musically curious. The CCO is an independent ensemble of 32 professional musicians that celebrated its 40th anniversary season in 2014 and launched the critically acclaimed summer music festival Summermusik in August 2015. The Chamber Orchestra offers a vibrant and fresh musical experience in an intimate and informal setting, for both the seasoned and novice concert patron. The CCO’s size allows for flexibility and creativity in programming, the ideal ensemble for presenting orchestral works ranging from the Baroque and Classical eras to commissioned works by contemporary composers. Collaborations have become a hallmark of the CCO, including ongoing partnerships with VAE: Cincinnati’s Vocal Arts Ensemble and Madcap Puppets.

For additional information about the CCO, visit www.ccocincinnati.org.

###