Box Office Internship

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

Job Description

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: 10 weeks, May 4 through July 10, 2019.

Working hours: Monday through Friday, 1:00-5:00pm

Stipend: $1,250. 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 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
- Assist Executive Director (ED) and Marketing Intern with a variety of tasks to help promote the 2019 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
- 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 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
- Ability to lift, carry and move up to 50 pounds
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 Summernusik 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.

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