



Production Internship

Reports To: General Manager

Deadline to Apply: March 1, 2019. Position will close once filled.

Job Description

Production Internship

The Cincinnati Chamber Orchestra (CCO) **seeks a driven, organized Production Intern who possesses superior communication and organizational skills**, for the 2019 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 fifth annual Summermusik festival season and the 45th anniversary season of the Chamber Orchestra.

Dates: 7 weeks, July 15 through August 30, 2019.

Working hours: Monday through Friday, 9:30am-5:30pm 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. We will do our best to be flexible on office hours once the festival begins.

Stipend: \$1,000. Interns receive complimentary event admission and performance tickets. Housing is not provided and is the responsibility of the intern.

Interns report to General Manager LeAnne Anklan.

Responsibilities and Duties May Include:

- Assist General Manager a variety of tasks related to festival event and concert production, including but not limited to:
 - Act as the main driver of the festival van
 - Concert preparation
 - Assistance with music librarian duties
 - Escort guest artists to various events, rehearsals and performances
 - Volunteer management at events and concerts
 - Backstage concert production for rehearsals, concerts and events at venues around town
- 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:

- Administrative experience working for not-for-profit organizations, preferably in the arts field
- An interest in artistic administration for a chamber orchestra
- Strong computer skills in the Microsoft Office suite. Knowledge of Photoshop and Illustrator a plus
- Knowledge of database software such as Artful.ly a plus
- Detail-oriented and organized with a demonstrated ability to multitask, prioritize and meet deadlines
- Strong oral and written communication and analytical skills
- 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
- Ability to read music a plus
- Undergraduate or graduate students studying arts administration 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 management and event production.

To Apply:

Send resume and cover letter to anklan@ccocincinnati.org. In subject line, please reference: Production Internship.

Contact:

LeAnne Anklan

anklan@ccocincinnati.org

About Cincinnati Chamber Orchestra:

The Cincinnati Chamber Orchestra is an independent ensemble of 32 professional musicians that is celebrating its 45th anniversary season in 2019 and that launched the critically acclaimed summer music festival Summermusik in August 2015. The CCO 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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