



Nonprofit Arts Administration Intern

- Eligibility:** Current students or recent graduates who are looking for a professional internship.
- Position:** Part time seasonal, in-person position in Winter Park, Florida
- Hours:** Internship hours are flexible and are dependent on the work area(s) of choice, but should fall somewhere between 10-20 hours per week. Performances take place on select evenings and weekends, so evening and weekend hours may be required, with a concentration of performances during the month of February. Bach Festival Society Office hours are M–F, 8:30am–5:00pm; BFS Box Office hours are M–F, 10:00am–4:00pm.
- Pay:** \$12/hour
(Internships for academic credit are unpaid. Check with your advisor to find out if you qualify for an academic internship.)
- Reports to:** Operations Manager

General Description:

The Bach Festival Society of Winter Park (BFS) has been a cornerstone of classical music programming in Central Florida since 1935. With performances featuring the highly-acclaimed Bach Festival Choir and Orchestra, the Society is committed to providing musical experiences of the highest caliber. BFS is looking for self-motivated interns who are interested in nonprofit arts administration. The internship will include a variety of work areas, including volunteer management, Box Office, performance/event operations, marketing/social media, development, and general administration. Internship timeframes are flexible.

Desired Qualifications/Special Skills:

- Knowledge of music and an interest in nonprofit arts administration
- Familiarity with PatronManager or Salesforce software systems preferred, but can be learned on-site
- Experience with Microsoft Office including Microsoft Word and Excel
- Customer service
- Telephone skills
- Ability to take direction and follow detailed instructions
- Initiative to ask questions
- Ability to work well under stress
- Ability to work well independently and with others
- Critical thinking
- Attention to detail

Anticipated Learning Outcomes:

- Develop proficiency with using and managing PatronManager database/customer relationship management (CRM) system
- Utilize knowledge of Microsoft Word and Excel in professional development
- Communication with patrons one-on-one, in-person, and over the phone, including payment transactions
- Identify and define common or unique business terminology used at the worksite
- Apply business concepts and theories to real-world decision-making
- Develop and improve business skills in communication, technology, critical thinking, and teamwork
- Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility

Work Environment:

Interns may be asked to walk to and from the office and campus or stand for extended periods of time during events. Office and concert support tasks may include bending, lifting, and moving objects no more than 50 lbs.

To apply for this position, please mail or email a resume and cover letter to:

Bach Festival Society

Attn: Human Resources

1000 Holt Avenue, Box 2763

Winter Park, FL 32789

HR@BachFestivalFlorida.org