

THE CANTON SYMPHONY ORCHESTRA (“CSO”)  
**POSITION DESCRIPTION**

**TITLE:** Education & Community Engagement Intern  
**REPORTS TO:** Manager of Education and Community Engagement  
**TIME FRAME:** September – December 2023 (option for full-year)

**SUMMARY DESCRIPTION:** Assists with implementation and creation of educational and community programs. Will work with the Manager of Education and Community Engagement to execute programming, plan for the 2023-2024 season and create new ideas for the education and community engagement department.

**PROCESSES AND DUTIES:**

- Assist with the execution of fall educational programs including after school programming, Young Person’s Concert, and Listen@the Library.
- Assist with continued community engagement programs with community partners.
- Prepare for spring programming by assisting with educational content for programs such as SymphonyLand and Kinder Concert.
- Run the Canton Youth Symphony Facebook page and assist with other marketing, funding efforts, and website development.
- Assist with application process for leadership programs and Composers Fellowship.
- Organize data from past seasons.
- Brainstorm ideas for future education and community engagement programming.
- Be a representative of the Canton Symphony at community events.
- Internship may be tailored to fit specific skills of the intern.

**POSITION REQUIREMENTS:**

1. Majoring in Education, Music, Arts Management or some other related field (or equivalent experience)
2. Outstanding computer, written and spoken communication skills.
3. Organizational skills, and the ability to adapt when necessary to the changing needs of the organization.
4. Ability to work independently.
5. High degree of creativity in problem solving.
6. Good knowledge of classical music and extraordinary ability to advocate the cause and benefits of the Canton Symphony Orchestra

**TYPE OF POSITION:** \$250 stipend to be paid at the completion of the internship. 5-15 hours per week with a flexible schedule. Primarily remote internship with some in-person requirements.

If interested, please send a resume and cover letter to Manager of Education & Community Engagement Caroline Eberhard at [ceberhard@cantonsymphony.org](mailto:ceberhard@cantonsymphony.org). Applications are due by August 27, 2023.