



Operations Intern
Orpheus Chamber Orchestra (New York, NY)

Orpheus Chamber Orchestra seeks an Operations Intern interested in a career in performing arts administration to work in a highly collaborative setting. Intern will gain an overview of management for an internationally touring orchestra.

Tasks may include:

- Assist in all areas of concert production and tour management
- Draft contracts, travel itineraries, rooming and flight lists, and other tour documents
- Process departmental expenses
- Update production calendar and ArtsVision database
- Assist with visa applications and tax documentation
- Assist with set-up and break-down at rehearsals and events
- Assist at concerts and special events in New York City as needed
- Attend departmental and full staff meetings
- Maintain digital music library of current season scores and parts
- Create practice parts and distribute to musicians
- Work on long term project to digitize physical music library
- Additional tasks as needed

This is a part-time, unpaid internship working with the General Manager and Director of Artistic Planning. Work days/hours are flexible. Orpheus' offices are located on the 11th Floor of the Riverside Church, between 120th and 122nd Streets on Claremont Avenue in New York City.

If you are interested in this position, please send your resume and cover letter with the subject Artistic Operations Internship to info@orpheusnyc.org.

About Orpheus Chamber Orchestra:

Recognized internationally as one of the world's greatest ensembles, Orpheus is a unique self-governing chamber orchestra, rehearsing and performing without a conductor. The Orchestra's catalogue includes over 70 recordings of classical treasures alongside new commissions, for which it has won a string of awards and distinctions, including a Grammy and ASCAP Awards. Founded in 1972, Orpheus was created by a group of young musicians determined to bring the intimacy and warmth of a chamber ensemble to the richness of a full orchestra. Through local performances, international and national tours, and educational initiatives, Orpheus serves a diverse community of experienced concert goers, casual music consumers, and the next generation of music-makers.

Website:

<http://www.orpheusnyc.org>