

**ALBANY SYMPHONY  
DEVELOPMENT AND MARKETING INTERN**



Reports to: Director of Development and Marketing

**About the Albany Symphony**

The Albany Symphony is dedicated to celebrating our living musical heritage and the music of our time. Through brilliant live performances, innovative educational programs, and engaging cultural events, the Albany Symphony is committed to serving a broad and diverse community. Based in the New York Capital Region, the Albany Symphony has won numerous national and local awards and recognition for its adventurous programming, recording projects (including two GRAMMY® awards), composer residencies, and in-school programs.

**About the opportunity**

The Albany Symphony is seeking an intern to work alongside the Development and Marketing Team for the 2023-2024 Season. Help shape targeted sales and fundraising strategies for the Symphony's varied and dynamic programming by researching and brainstorming new and different ways to reach potential donors and audiences. Learn the fundamentals of building earned and contributed revenue campaigns, special event management and project budgeting. Create materials and guides that will lend themselves to future positions anywhere in the arts, or anywhere else creativity and organization are appreciated. Help run front-of-house services including the Symphony's box office and will call.

Successful candidates for this internship will take direction well, prioritize tasks effectively and work well independently. This is a flexible hybrid position including both in-office hours and remote work hours totaling 10-15 hours per week.

Candidates will be able to get to our offices at the Palace Theatre in Downtown Albany for in-office work at mutually agreeable times. Candidates must also be available for occasional evening and weekend work, including on Albany Symphony concert nights.

If you are looking for an opportunity to experience the full scope arts administration and to establish a base of real-world experience in preparation for future endeavors, we would love to hear from you!

**Qualifications**

Recent graduates or students currently pursuing undergraduate or graduate degrees are welcome to apply, however, we are extremely flexible, especially for the right candidate.

**Academic Credit**

This is an unpaid internship. Terms and reporting flexibility is available to candidates seeking academic credit—send your program requirements along with your materials for consideration.

**To Apply**

Submit via email a résumé and a brief cover letter outlining your interest in this position, and how you believe interning with the Albany Symphony will benefit both you and the organization. Email your application or any questions to Robert Pape at [robertp@albansymphony.com](mailto:robertp@albansymphony.com).