



Project Management Intern Opportunity

The Rockford Symphony Orchestra offers an opportunity for an internship in Project Management. Applicants must be available to work at least 10 flexible hours per week, Monday through Friday; compensation is not available at this time. A commitment of at least one semester is preferred. This unpaid internship is designed to help our interns gain valuable experience for career growth.

Applicants will be offered the following opportunities:

- To work closely with the RSO administrative staff
- To experience the administrative process of a medium sized orchestra operating as a member of the League of American Orchestras
- To gain valuable skills in project and event management

Expectations of the Program Management Intern includes, but are not limited to:

- A focused, professional demeanor in the office
- Excellent communication skills
- Ability to manage multiple projects independently
- Proficiency in Microsoft Office
- Attend at least two RSO concert performances
- Ability to work at a fast pace while paying attention to detail
- Self-starter
- Ability to manage volunteers

Responsibilities include:

- Developing and managing timelines for two special events
- Coordinating and tracking vendors, sponsors, attendees, and communication with committee members
- Prepare and submit project reports to the RSO staff and the event committees
- Facilitate continuous professional communication between RSO staff, volunteers, and vendors to ensure event/project success

Benefits include:

- Hands-on experience working with orchestra management professionals
- Letters of reference written on behalf of the student

To apply or for further information, contact Margo Stedman at 815.972.2939 or mstedman@rockfordsymphony.com