



## **2010 Haverford College Internship Proposal**

### **History of The Philadelphia Orchestra**

Founded in 1900, The Philadelphia Orchestra has distinguished itself as one of the leading orchestras in the world through over a century of acclaimed performances, historic international tours, best-selling recordings, and its unprecedented record of innovation in recording technologies and outreach. The Orchestra has maintained unity in artistic leadership with only seven music directors throughout its history: Fritz Scheel (1900-07), Carl Pohlig (1907-12), Leopold Stokowski (1912-41), Eugene Ormandy (1936-80), Riccardo Muti (1980-92), Wolfgang Sawallisch (1993-2003), and Christoph Eschenbach (2003-08).

This rich tradition is carried on by Charles Dutoit, who was appointed chief conductor of The Philadelphia Orchestra from the 2008-09 season through the 2011-12 season. Mr. Dutoit has a long-standing relationship with the Orchestra, having made his debut with the ensemble in 1980. As chief conductor and artistic adviser, he will lead the Orchestra in Philadelphia as well as at Carnegie Hall and on tour. He will continue his role as artistic director and principal conductor of the Orchestra's annual three-week residency at the Saratoga Performing Arts Center and will lead concerts when the Orchestra is in residence at the Bravo! Vail Valley Music Festival.

### **Intern Position Description**

Since this internship occurs over the summer, the intern will primarily be working on the Neighborhood Concert Series, an organizational initiative driven by the Education and Community Partnerships Department (EdCP). The intern will have the opportunity to participate in the internal and external planning meetings and work with the Orchestra's PR, Artistic, Marketing, and Development departments in the planning of these concerts.

The 2010 Neighborhood Concert series will continue The Philadelphia Orchestra's commitment to celebrating the vitality of neighborhoods throughout the Philadelphia region, bringing the Orchestra into communities in a variety of settings, and

introducing the world-renowned ensemble to new audiences. By bringing the gift of music into the communities where people live, the Orchestra has worked to break down barriers that separate it from many people in the community. The series this summer will consist of two concerts in Philadelphia neighborhoods.

Additionally, the position will support departmental planning for the 2010-11 season, including work on printed and electronic communication pieces and program administration. The intern will also research potential future community partnerships and participate in weekly department planning meetings.

**Essential Functions:**

- 1) Assist with planning and coordination programs and concerts for The Philadelphia Orchestra's Department of Education and Community Partnerships (EdCP).
- 2) Communicate with internal and external partners.
- 3) Create newsletter for the EdCP department chronicling industry news.
- 4) Manage applications, organize mailings, help with scheduling, and work with volunteers as needed.
- 5) Participate in EdCP team planning.
- 6) Attend internal and external meetings with EdCP staff.
- 7) Work with the Tessitura database to update and maintain EdCP contacts and pull reports.
- 8) Complete special projects as requested.
- 9) Provide administrative support for department staff as needed.

**Skills Needed**

- 1) Strong writing skills.
- 2) Basic proofreading skills.
- 3) Good project management skills.
- 4) Research skills.
- 5) Ability to multitask in a fast-paced work environment.
- 6) Strong familiarity with Microsoft Office Suite, interest/ knowledge of database management a plus.
- 7) Strong interpersonal skills required.

Success Factors: Candidate should be respectful, cheerful, and have a helpful demeanor.

**Rewards**

The intern will be offered two complimentary tickets to most Philadelphia Orchestra concerts over the summer including the series at the Mann Center for the Performing

Arts. The intern will also have the opportunity to interact with the musicians of the Orchestra over the summer.

#### **Schedule**

The intern will be in the offices of the Orchestra from 9:00 AM- 5:00 PM. Occasionally, the intern will be asked to participate in concert duty on weeknights and weekends. The intern's hours in the office will be reduced during those weeks.

#### **Travel/Location**

The offices of The Philadelphia Orchestra are located in the Atlantic Building at 260 S Broad Street, 16<sup>th</sup> Floor, Philadelphia, PA 19102. Travel may be required to the Mann Center for the Performing Arts or Neighborhood Concert Venues in Philadelphia. Any travel to off site locations during work hours will be reimbursed by The Philadelphia Orchestra.

#### **Team**

The intern will be part of the Education and Community Partnerships Team and will be supervised by Jon Hummel.

Ayden Adler, Director of Education and Community Partnerships

Jon Hummel, Education Manager, Communications and Community Partnerships

Jason Shadle, Manager, Youth and Family Programs