



# Greeley Philharmonic Orchestra

**Position: NON-PROFIT ORCHESTRA  
ADMINISTRATION INTERNSHIP**

**Location: Greeley, CO**

**Term: 12 Weeks (January – April; June – August;  
September – November); 12-15 hours/week**

The Greeley Philharmonic Orchestra is a dynamic environment to gain skills in the daily operations of a local performing arts non-profit. Spend a semester experiencing arts administration for a concert cycle.

## **Description:**

The non-profit orchestra administration internship is ideal for someone wishing to jump-start a career in arts administration. This individual will gain experience in the many facets of non-profit arts management. The Intern will observe management of the business and production operations, including marketing, event production, development, and office operations.

Based out of the administrative office, the Intern will report to the Managing Director and work closely with the Executive Director and Administrative Assistant.

## **Why You Will Love the GPO:**

The GPO is a small organization with a tight-knit team. Team members work closely together to generate ideas and achieve goals with constructive feedback to inspire and enrich our community through live orchestral music.

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## **What You May Do:**

### **Development**

- Sponsorship cultivation: Assist Managing Director in researching and maintaining files on current and potential sponsors.
- Donor relations: Assist Managing Director in writing/sending direct mail solicitation and acknowledgment “thank you” letters.
- Donor and advertiser prospecting: Conduct background research on potential or current donors (foundations, corporations, and individuals).
- Program development: Work with staff in envisioning, planning and implementing expansion of existing programs or development of new programs to meet education and outreach goals.
- Profit and Loss Management: Track and analyze tickets sales for projected profit.
- Place follow-up calls.

### **Marketing**

- Marketing & Outreach: Assist with online calendars, mass mailings, proof-reading, market research and promotions.
- Marketing/Audience Development: Conduct grassroots marketing to local organizations and student populations. Assist with poster distribution.
- Structures and Processes: Develop marketing plans with Managing Director and Marketing Committee.
- Content creation: Conduct program research; write copy, create and edit website, e-newsletter, and social media posts for engaging content.

### **Production**

- Event Planning: Plan day-of-event logistics for the concerts, rehearsals, and promotional events including volunteer assignments, acquiring necessary materials, and creating timelines.
- Shadow Production Manager/ Orchestra Librarian at rehearsals and concerts.

### **Administration and Organization Operations**

- Records: maintain orchestra library
- Executive Leadership: Attend business networking events, strategy sessions, community leadership events, and meetings with Executive Director.

- Attend team and relevant committee meetings and take notes.
- Mentorship: assist High School intern with task completion.
- Work-Breakdown Structures: track event planning progress according to existing charts; revise charts as necessary.
- Research: read and report on articles related to arts management and leadership.

**Compensation:**

- \$750 from the GPO upon completion of the internship.
- Free tickets to attend GPO events during internship period.

**Candidate Profile:**

- Stated intention for a career in a field related to Arts or Non-Profit Management.
- Experience with Microsoft Excel, Word, HTML, graphic design programs, and/or social media platforms preferred.
- Excellent communication skills and punctuality.
- Able to interact with donors, volunteers, staff, and musicians in varied situations.
- Knowledge of classical music is a plus.

**How to Apply:**

Prepare a one-page resume along with a cover letter. Email to [micayla@greeleyphil.org](mailto:micayla@greeleyphil.org) with “**Internship Application**” in the subject line. Internship application for Summer or Fall 2023 due April 1<sup>st</sup>, 2023.

**About the Greeley Philharmonic Orchestra**

The Greeley Philharmonic Orchestra grew out of concerts sponsored by the Fortnightly Music Club between 1908 and 1911. Enthusiasm grew, and in 1911, the Greeley Philharmonic Orchestra (GPO) was established. According to an early program, its "motive" was to provide pleasure and profit for local musicians, to give young people an opportunity for orchestral training, and "to aid in raising the musical standards in our city." In time, it evolved into the cornerstone of Greeley's cultural structure. Although the founders of the GPO first set out to create a small yet viable community orchestra, the GPO has developed into a 65-piece professional orchestra that draws some of the most accomplished musicians from Northern Colorado and beyond. The Greeley Philharmonic Orchestra Association, Inc. is a 501(c)3 nonprofit organization.

Under the baton of Maestro Lowell Graham, the GPO employs musicians from all over Colorado and Southern Wyoming. Every orchestra member has successfully completed an audition process, and more than 70% of our orchestra members hold a master's degree or higher. Our musicians have made successful careers performing for the GPO and other regional professional orchestras throughout the Front Range and beyond. The GPO season features a variety of concerts - from community collaborations like Poinsettia Pops to classical masterworks.

Greeleyphil.org