



Arts Administration Paid Internship

ABOUT US: The mission of the American Youth Philharmonic Orchestras (AYPO) is to provide the highest quality musical experience that allows our students to grow as musicians and individuals, who then contribute to our nation's cultural landscape, as they



American Youth String Ensemble

become future artistic and community leaders. Recognized as one of the leading orchestral training programs in the nation, AYPO provides competitive world-class training and performance opportunities for young musicians up to 21 years of age. With a nationally recognized artistic staff led by Music Director Daniel Spalding, a dedicated professional staff, and a host of volunteers, AYPO annually selects and trains over 400 of the most talented young musicians. For 47 years, AYPO has delivered programs of the highest caliber to young musicians and audiences throughout the Washington metropolitan region, earning an unrivaled reputation for excellence and distinction. AYPO is the *Youth Orchestra in Residence* at George Mason University Center for the Arts and selected by the 2011-2012 Catalogue for Philanthropy as "one of the best small nonprofits in the Greater Washington region."

JOB SUMMARY: The Intern will be responsible for two main projects during his/her placement with AYPO: assisting the General Manager by supporting the organization's annual audition process, and assisting the Executive Director with development projects. The Intern will also contribute to the upcoming concert season, including planning for a major tour in June 2013, and will participate in other projects based on his/her personal interests. An introduction to graphic design, website maintenance, and HTML coding will also be provided if the applicant is interested.

TASKS INCLUDE:

- Assist General Manager in running auditions (volunteer recruitment, planning, set-up, monitoring)
- Assist General Manager in compiling audition results, membership materials, and mailing
- Compile and distribute information for June 2013 tour; set up files; research past tours
- Data Processing (including data entry, proofing, and manipulation)
- Assist Executive Director with development work: write letters of request for funding and research potential funding sources
- Organize and execute a post-concert reception for 800 people

QUALIFICATIONS:

- Currently enrolled as a full-time undergraduate student, continuing as a full-time undergraduate in Fall 2012.
- Detail-oriented, organized, self-motivated worker
- Proficient with computer use (office uses Mac computers with Adobe Suite and Microsoft Office software)
- Friendly, professional demeanor
- Must have own transportation
- Interest in music and/or non-profit work
- Knowledge of music helpful but not required



American Youth Symphonic Orchestra

COMMITMENT: 12 weeks during May – August 2012, 35 hours per week

STIPEND: Contact the General Manager for details.

QUESTIONS: Contact Krysta Cihl, General Manager: manager@aypo.org or 703-642-8052. Visit www.aypo.org for more information.

APPLICATION: Send resume and cover letter by April 1, 2012 to: manager@aypo.org or 4026 Hummer Rd, Annandale, VA 22003

*Relatives of employees of AYPO, ExxonMobil, and Volunteer Fairfax are not eligible to apply.