



ADVANCEMENT APPLEBAUM INTERNSHIP PROGRAM JOB DESCRIPTION

Department: Advancement

Work Location: Hybrid

Last Revision Date: March 24, 2023

The Organization: The Detroit Symphony Orchestra (DSO) is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music.

The DSO is a complex organization. Operating 365 days per year in historic Orchestra Hall, one of America's most acoustically perfect concert halls, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative, and we are guided by our values of *excellence, diversity, resilience, collaboration, and innovation*.

The DSO's commitment to diversity, equity, and inclusion is paramount to who we are; we work to create an environment where all employees are seen, valued, and supported to enable their best every day. This is essential as we pursue our mission to impact lives through unforgettable musical experiences by sustaining a world class orchestra for the city of Detroit and the global community.

The DSO offers a unique, fast-paced working environment, an excellent overall compensation package, and is an Equal Opportunity Employer. For more information visit www.dso.org.

Position Summary: The Detroit Symphony Orchestra seeks an Advancement Intern to actively support fundraising activities for the DSO. This position will play a key role in the planning and cultivation of donors, sponsors, and volunteers. The Advancement Intern will receive on-the-job training and gain valuable skills in the professional areas of advancement, including fundraising, volunteer relations, advancement services, and communications and marketing. In the role of Advancement Intern you will support the team in volunteer management, event planning, and data management.

Specific Duties and Responsibilities:

- Coordinate cultivation and stewardship events for individual donors, including off-site performances at donors' homes
- Serve as liaison with DSO musicians when scheduling performances at off-site donor events
- Draft and edit event invitations, track RSVPs, provide accurate reporting, and provide on-site support at events as necessary
- Provide administrative support to development officers and volunteer groups including the: Board of Directors, Board of Trustees, DSO Impact Campaign Cabinet, and Governing Members
- Assist development officers and senior development leadership with moves management in Tessitura by maintaining donor and prospect plans
- Centering the DSO's commitment to diversity, equity, and inclusion in work responsibilities, and contributing to an inclusive working environment

Specific Duties and Responsibilities continued:

- Possibly work with the other Applebaum Internship cohort members to design a group project that supports DSO mission and vision
- Other duties as assigned

Required Qualifications:

- An interest in learning about fundraising and organizational Advancement in a non-profit environment
- Ability to act independently, take initiative, and meet changing priorities
- Successful experience working in, and contributing to, a collaborative, team environment

Desired Qualifications:

- Demonstrated experience and investment in issues of diversity, equity, and inclusion

Physical Requirements: This role primarily works in an office environment, and frequently has prolonged periods of sitting and looking at a computer screen.

Additional Information:

- This is an hourly position available to current Wayne State University undergraduate students in the School of Music
- Successful candidates must be available to work a varying schedule, including nights and weekends, to meet the needs of the DSO's performance schedule

Primary Reporting Responsibility: Cassidy Schmid - Manager, DSO Campaign

Direct Reports: N/A

The DSO recommends all employees be vaccinated and boosted against COVID-19.