Abilene Philharmonic Association

**Job Title:** Internship

**Reports to:** Executive Director

**SUMMARY**
This internship is an ideal position for those interested in exploring a position in an orchestral and/or nonprofit setting. The Intern will work closely with all APO staff and provide support. Duties include general clerical, receptionist and project based work.

**DUTIES**

**Essential Functions:**
- Assists Box Office matters.
- Sorts/distributes mail. Assists with bulk mailers.
- Copies documents.
- Receives, screens and routes calls.
- Greets visitors.
- Filing and data entry.
- Run errands.
- Concert and event duties.

**Other Functions:**
- Projects as assigned by Marketing, Development, or Production departments. Performs other duties as assigned.

**QUALIFICATIONS**

**Education:** High school diploma or GED.

**Experience:** Previous experience in an office setting preferred.

**Knowledge, skills and abilities:** Knowledge of standard office practices. Excellent customer service skills. Excellent verbal and written communication skills. Ability to work independently and take initiative when appropriate. Writing/proofreading skills and an understanding of the English language (both written and oral) are required. Ability to use standard office equipment such as copy machines, multi-line telephones, fax machines, personal computer. Ability to use Microsoft Office Suite. Must be able to lift a minimum of 20 lbs. Must be able to handle all aspects of position in a positive, professional, timely, and efficient manner. Ability to interact in social settings and varied situations. Music background a plus, but not required.

**Hours:** 20 hours per week minimum.

**Wage:** Unpaid; College credit negotiable.

**Additional information:** Required to work occasional evenings and weekends for concerts/events.

**Send Resumes to:**
Abilene Philharmonic Association
Attention: Kevin Smith, Executive Director
1102 North 3rd St, Suite C
Abilene, TX 79601

Fax Number: 325.677.1299  
Email: director@abilenephilharmonic.org  
Office Number: 325.677.6710

*Applications are currently being accepted until the position is filled.*