



## **SYO Summer Internship Information**

SYO Summer Internships are available to college students, sophomore through graduate level, that are either alumni of SYO or are pursuing a degree in music (education, performance, therapy, etc.) or Arts Administration.

### **Benefits of Being an SYO Intern**

- Hands on experience working with high school and middle school aged students in large group, small group, and individual settings
- Exposure to orchestral repertoire in a symphony orchestra setting
- Exposure to handbell choir, jazz, and percussion ensemble repertoire, techniques, and teaching methods
- Guidance and mentorship in lesson planning
- Real world teaching experiences
- Hands on experience with the behind-the-scenes workings of a non-profit organization; including fundraising, board meetings, and creating/ planning special events
- Networking with other educators and musicians
- Community service hours towards degree/ scholarship
- SYO will provide you with a letter of recommendation
- Keep up your playing/ performing chops over the summer

### **SYO Intern Responsibilities**

- Read, sign, and follow through with SYO policies as listed in the SYO Intern Handbook
- Be on time (early is on time, on time is late)
- Maintain a professional composure when working/ communicating with others
- Attend/ perform at all rehearsals, performances, and all other SYO sponsored events; including auditions, board meetings, workshops, intern trainings and events, and all after rehearsal meetings
- Always give the directors **ADVANCED NOTICE** when you are unable to attend an SYO sponsored event and update the shared Google Calendar with any approved absences
- Instruct chamber ensembles and create lesson plans for each Chamber Ensemble rehearsal
- Assist in leadership development of Principal Players
- When asked, warm up the orchestra, lead rehearsals, assist Principal Players in leading sectionals
- Respond to all communications from SYO directors within 24-hours
- Be a good role model. This includes your social media pages containing appropriate material, pictures, and language and that you maintain student/teacher relationships with the SYO students
- Solicit donations for SYO
- Fulfill the responsibilities as described in your specific intern position description
- Other duties as they may arise

### **SYO Intern Stipends**

Technically, SYO Internships are unpaid. However, SYO does provide stipends at the conclusion of the season to all SYO Interns. An end of season exit interview must be completed before stipends can be issued. SYO is a non-profit organization and relies on donations and fundraising. The more interns are able to solicit in donations the more SYO will be able to provide in intern stipends.

Intern stipend amounts depend on the following:

- Intern level of involvement and commitment follow-through throughout the season
- Amount of successful fundraising completed by intern
- Grant and donation amounts received throughout the season



### **SYO College Intern Positions**

Each intern is assigned to an Intern Position and may work alongside SYO Board of Director members and parent volunteers. These positions will be assigned during the intern meeting after all interns have been selected. The following responsibilities will be in addition to those listed above in the *SYO Intern Responsibilities* section.

#### **Social Media Intern:**

- Responsible for;
  - Regularly updating and maintaining all SYO social media accounts
  - Maintaining a professional appearance on all SYO social media posts
  - Taking pictures during rehearsals, performances, events, and uploading the pictures to SYO social media accounts and SYO Dropbox

#### **Chamber Ensemble Intern:**

- Responsible for;
  - Assisting the Directors in assigning students to chamber ensembles
  - Assigning chamber ensembles to rooms for rehearsals
  - Ensuring all rooms are unlocked and set up before students arrive
  - Ensuring all rooms are clean and organized after chamber ensemble rehearsals
  - Making any copies of chamber ensemble music needed throughout the season
  - If necessary, assisting in the selection of chamber ensemble music
  - If necessary, transposing parts for chamber ensembles
  - Scanning music and adding it to the Dropbox file

#### **Small Ensemble Intern:**

- Responsible for;
  - Assigning rehearsal space for small ensembles
  - Ensuring the rehearsal space is set up before students arrive to small ensemble rehearsals
  - Ensuring the rehearsal space is clean and organized after small ensemble rehearsals
  - Making any copies of small ensemble music needed throughout the season
  - Scanning music and adding it to the Dropbox file

#### **Advertising and Marketing Intern:**

- Responsible for;
  - Advertising for community performances
  - Contacting the press to announce community performances
  - Advertising for the silent auction
  - Finding creative ways to promote SYO in the community and at area schools

#### **Fundraising Intern Coordinator:**

- Responsible for;
  - Soliciting donations, corporate sponsors, and individual sponsors
  - Soliciting donations for the silent auction and special events
  - Organizing details, setup, and volunteers for silent auction
  - Managing incoming donations
  - Creating fun and creative fundraising opportunities

#### **Special Events Intern Coordinator:**

- Responsible for;
  - Assisting in planning the details for the intern social, retreat and pitch-in dinner, summer workshops, community performances, and fieldtrip (i.e. food, donations, theme, decorations, set-up/clean-up, activities, etc.)
  - Assisting in planning the details for performance tours
  - Arriving early / staying late to events to help facilitate set-up / tear-down needs