

# Arts Administration Internship



**Location:** Dearborn, Michigan

**Hours:** Flexible, depending on academic requirements; 8–15 hours per week

**For academic credit only**

## About Dearborn Symphony

Dearborn Symphony exists to uplift, inspire, and enrich lives through exceptional musical experiences. As a community-minded arts nonprofit since 1961, we strive to build meaningful connections among musicians, audiences, and the broader Dearborn community and southeast Michigan. Our interns are welcomed as valued partners in this mission, gaining hands-on experience while contributing to work that strengthens our artistic and organizational impact.

## Position Overview

The Arts Administration Intern will work directly with the Executive Director and other leadership to gain experience across the full spectrum of nonprofit arts management. This internship provides practical exposure in **fundraising and development, donor and board relations, marketing and public relations, community engagement, and special events**. The role is designed for students seeking real-world insight into how a professional orchestra operates and how arts organizations serve their communities.

Internships can be tailored to the student's academic program or areas of interest.

## Key Responsibilities

Depending on the intern's strengths and academic goals, duties may include:

### Fundraising & Development

- Assist with donor communications, acknowledgments, and stewardship activities
- Support preparation of grant materials, research, and reporting
- Help maintain donor records and development databases

### Marketing & Public Relations

- Draft social media content, website updates, and e-newsletter materials
- Help build marketing campaigns that grow audiences and strengthen brand visibility
- Support promotional efforts for concerts and special events

### Community Engagement & Programs

- Assist in planning outreach events and partnership initiatives
- Support educational programs and collaborations
- Help build relationships with community organizations and patrons

### Board & Administrative Support

- Prepare materials for board and committee meetings
- Assist with organizational planning, meeting documentation, and project management
- Contribute to audience services and general office duties as needed

### **Event & Concert Support (seasonal)**

- Assist with concert operations and logistics
- Support front-of-house activities, guest and musician coordination, and event planning

### **Ideal Academic Backgrounds**

Students pursuing degrees in the following (or related) fields are encouraged to apply:

- Arts Administration
- Music or Performing Arts
- Nonprofit Management
- Business Administration
- Marketing, Communications, or Public Relations
- Event Management or Hospitality
- Community Development or Public Policy

### **Qualifications**

- Must be currently enrolled in a college or university program eligible for academic credit
- Strong written and verbal communication skills
- Interest in nonprofit arts management and community-centered work
- Ability to work collaboratively and independently
- Professionalism, reliability, and a positive, team-oriented attitude
- Basic knowledge of Microsoft Office; familiarity with social media platforms a plus
- An appreciation for orchestral music is helpful but not required

### **What You'll Gain**

- Direct mentorship from the Executive Director
- Hands-on experience in multiple areas of arts administration
- Exposure to nonprofit governance and development strategies
- Opportunities to contribute creatively and meaningfully to organizational goals
- Experience that builds a competitive résumé for arts, nonprofit, or communications careers

### **To Apply**

Please submit the following to **James Clements, Executive Director**, at **[jclements@dearbornsymphony.org](mailto:jclements@dearbornsymphony.org)**:

1. Resume
2. Brief cover letter describing your interest and relevant experience
3. Confirmation that you expect to receive credit for this internship