



Artistic Administration Internship (Paid)

SummERMUSIK seeks a driven, organized artistic administration intern who possesses superior communication and organizational skills for the fall 2026 semester. Interns will have the opportunity to cater their internship experience to their own career goals, including event production, development, and marketing/communications. A small team of four individuals, the SummERMUSIK administrative staff works collaboratively to successfully produce more than 90 performances annually, including the August SummERMUSIK Festival and various small ensemble performances throughout the community. Although there are no major concert events planned for fall 2026, interns will gain exposure to the planning process for 2027 events.

Reports To: Executive Director

Deadline to Apply: Friday, August 7, 2026

Dates: During the Fall 2026 Semester, 12-13 weeks (mid-September through mid-December 2026) with the possibility of extending the internship into the spring 2027 semester upon Executive Director approval

Hours: 10-12 hours/week

Location: Hybrid. In-person one-two days a week at the SummERMUSIK office and at events. Otherwise virtual.

Compensation: \$12/hour. Non-exempt. Interns receive parking reimbursement, complimentary event admission, and performance tickets. Housing and transportation are not provided and are the responsibility of the intern.

Responsibilities and Duties:

- Manage the organization's social media pages, creating copy and digital assets.
- Assist with development copywriting and research.
- Complete various administrative tasks as assigned.
- Special tasks as assigned based on the candidate's interest, which may include
 - Assist team with 2027 festival planning.
 - Assist with music library organization.
 - Assist with concert or event management for any runout concerts or special events.
 - Assist with database management.
 - Assist with grant research and writing.
- Receive mentoring, resume review, career coaching, and networking opportunities.

Desired Qualifications Include:

- Undergraduate or graduate students studying arts administration, music, or related fields preferred.
- Administrative experience working for not-for-profit organizations, preferably in the arts field.
- An interest in artistic administration for a chamber orchestra.
- Knowledge of Microsoft Office and Canva.
- Detail-oriented and organized with an ability to multitask, prioritize, and meet deadlines.
- Strong oral and written communication and analytical skills.
- Demonstrated ability to learn new technologies and solutions quickly.
- Ability to read music a plus.

To Apply:

Send resume and cover letter including potential start date to Executive Director Evan Gidley at gidley@summERMUSIK.org. In the subject line, please reference: Artistic Administration Internship.

About Summermusik:

Mission: We create intimate, transformative experiences that connect the musically curious.

Founded in 1974, Summermusik with resident ensemble Cincinnati Chamber Orchestra creates intimate, transformative experiences that connect the musically curious. Under the direction of Music Director Eckart Preu, Summermusik provides a unique and educational musical experience in an intimate setting for both seasoned and novice concert patrons. The Cincinnati Chamber Orchestra is comprised of 33 professional musicians, the ideal ensemble size for presenting orchestral works from classical to pop to the music of world cultures as well as commissioned works by contemporary composers. Often, the ensemble shrinks down to as small as three musicians, allowing the organization to annually present more than 80 performances throughout Greater Cincinnati. Summermusik's signature program, the Summermusik Festival, presents 11 orchestra and chamber music concerts each August, and the Spring We Are One Festival, launched in 2022, amplifies under-consulted voices by acknowledging historical and contemporary inequities and celebrating unique cultures.