



Organization: Madison- Morgan Cultural Center

Intern Title: Chamber Music Festival Intern

Work Location: Madison- Morgan Cultural Center Main Building and other concert locations as specified

Internship Duration: Internship will coincide with our Chamber Music Festival. Start and end dates can be adjusted slightly to accommodate intern's school schedule.

Description: The Madison- Morgan Cultural Center (MMCC) is looking for a passionate and dedicated intern to assist with our annual Chamber Music Festival. Each year MMCC brings internationally renowned performers to Madison for the Festival, which typically includes 9 concerts. Genres performed range from jazz to classical to bluegrass. The intern should expect to be involved in all aspects of concert administration. The intern will work with performance director to develop a schedule.

Responsibilities and Duties:

- Assisting at all Chamber Music Festival concerts and events
- Assisting with concert set up and take down
- Creating Chamber Music Festival surveys and recording the data.
- Assisting with merchandise sale wrap up
- Poster and promotional material distributions
- Other related tasks as needed

Qualifications:

- Strong passion for the arts
- Interest in working in the nonprofit arts sector
- Must be enrolled in college or be a junior or senior in high school
- Ability to read music is a definite plus!

Majors:

Music, Arts Administration, or Related Field

Benefits:

- Networking opportunities with arts administration professionals
- Free admission to Chamber Music Festival concerts and events
- Building nonprofit and arts administration skills
- Access to free and easy parking in the Cultural Center's lot
- Giving back to the Madison community