



## **Shelter Music Boston Production Internship**

Shelter Music Boston presents classical chamber music concerts, of the highest artistic standards, in homeless shelters and other sheltering environments. Our goal is to promote community, creative interaction, respect, and therapeutic benefit. We believe all people deserve access to the dignity, creativity, and passion of classical music whether or not they have a home.

### **Internship Description**

The Production Intern will work closely with the Operations Coordinator and Artistic Director to facilitate program delivery and manage elements of concert planning and production. This position encompasses both artistic and administrative roles, including but not limited to: on-site concert management, impact evaluation, and organization of SMB's various libraries and databases. The ideal candidate will have an interest in non-profit and/or arts administration and an understanding of some elements of event production.

### **Responsibilities**

- On-site concert management of monthly programs and events, including setup and breakdown
- Recording and transcribing concert survey data
- Design and creation of concert documents including programs and supplemental materials
- Maintenance of the SMB music library
- Maintenance of online recordings and data
- Assisting the Artistic Director with implementation of annual artistic projects
- Research repertoire to expand SMB's collection of music by marginalized composers
- Other responsibilities as assigned and/or relevant to the intern's skills and interests

### **Qualifications**

- Completion of at least two years of undergraduate studies desired
- A passion for social justice
- Ability to work independently and remotely
- Ability to work with SMB musicians, service partners, and audiences in a variety of environments and settings
- The intern's schedule will be able to accommodate the SMB concert schedule. This schedule may differ month to month and averages 6-8 concerts per month.
- Excellent time management skills
- Experience with Google Suite, DonorPerfect, Weebly, Constant Contact, Canva, social media platforms preferred

Intern hours will vary based on availability, averaging 5-10 hours per week. Interns will receive a stipend of \$250. Please submit your resume and a letter of interest to: [katie@sheltermusicboston.org](mailto:katie@sheltermusicboston.org).