

National Symphony Orchestra

The following placements are available with the National Symphony Orchestra Administrative Offices:

[NSO Operations](#)

[NSO Artistic Planning](#)

NSO Operations Intern

Description: The National Symphony Orchestra Operations department produces a wide variety of symphonic, pops, education, and televised programs, both in the Kennedy Center, in the community, and on tour. We are looking for a passionate individual who wants to learn firsthand how to produce orchestral concerts and gain valuable experience in the day-to-day operations of a professional symphony orchestra.

Learning Objectives:

1. **Orchestral Operations & Concert Production:** Gain hands-on experience with logistical and production aspects of NSO concerts and develop a strong understanding of the organizational structure of a symphony orchestra.
2. **Organization & Self-Motivation:** Develop organizational skills by working on detail-oriented projects, while also developing professional responsibility as a key member of the NSO Operations team.
3. **Effective Communication:** Gain experience and confidence communicating professionally and effectively with NSO and Kennedy Center staff, musicians, guest artists, and outside vendors.

Placement Projects: the NSO Operations Intern will contribute to the following projects throughout their internship experience:

Project A: Concert Production

The intern will contribute to the planning and smooth operations of NSO concerts through a weekly set of responsibilities, including preparing technical schedules, arranging keyboard tunings, participating in production meetings, managing rehearsal space calendars, and other production-related tasks.

Project B: Summer Season

The intern will support preparations for the NSO's busy summer season, with concerts at the Kennedy Center, Wolf Trap, outdoor on the National Mall, and at the United States Capitol (televised). Tasks will include concert production responsibilities but also assisting with managing the logistics of the Orchestra's off-site event production.

Project C: Operations & Departmental Projects

INTERNSHIPS

The intern will support day-to-day operations of the National Symphony Orchestra staff and gain an understanding how the organization functions both in individual departments and as a whole. Regular administrative tasks include maintaining purchase order logs, creating and distributing meeting agendas, and contributing to the general organization of the office. The intern will support the NSO Community Engagement department through research and preparation for community outreach activities, and assist the NSO Personnel department with auditions.

NSO Artistic Planning Intern

Description: The NSO Artistic Planning team programs the NSO's performance season and manages the experience of every guest artist appearing with the NSO. We are looking for a committed individual who is excited to assist world-class musicians from a variety of countries, backgrounds, and musical genres. Our ideal intern is detail-oriented, an excellent communicator, and feels at home in a fast-paced work environment.

Learning Objectives:

1. Self-Management: Intern becomes an independent worker, both backstage one-on-one with artists and at their desk completing administrative tasks.
2. Project Communication: Intern clearly and consistently shares the status of all current projects with their supervisor, fostering an open and mutually respectful line of communication.
3. Organizational Knowledge: Intern develops an understanding of the structure and administration of a major US orchestra.

Placement Projects: A National Symphony Orchestra Artistic Planning Intern will contribute to the following projects throughout their internship experience:

Project A: Artist Documents

Intern will create and distribute guest artist itineraries and ground transportation schedules for all NSO guest artists during the term. Intern will collate and file artist contract riders, tracking guest artist needs throughout the term and working with the intern supervisor to ensure all guest artist contractual requirements are met.

Project B: Artist Liaison

Intern will be available to guest artists during rehearsals and performances, acting as the first point of contact for guest artist needs. This may include dressing room setup and tear-down, minor hospitality shopping, delivering ticket orders to the box office, and calling the artist to the stage for a rehearsal or performance.

Project C: OPAS

INTERNSHIPS

Intern will keep the NSO Orchestra Planning and Administration System (OPAS) updated as instructed by supervisor. Tasks include guest artist entry, address book maintenance, and Conductor Information Form report generation.

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