



**Position Title:** Education and Community Engagement Intern

**Department:** Education

**Reports to:** Director of Operations & Education

*part time internship (10-15 hours per week, paid)*

**Position Purpose:**

As the only professional orchestra in Southern Nevada, the Las Vegas Philharmonic is a leader in orchestral presentations and educational music programming. The Education and Community Engagement (EdCE) Intern will gain experience in the areas of logistics, scheduling, and management of educational/community concerts, activities, and relationships. Chiefly, the EdCE Intern will have extensive hands-on involvement with the Las Vegas Philharmonic's mobile engagement program, **Music Van**.

**Scope & Responsibilities**

- Coordinate logistical aspects of the Music Van program, including (but not limited to) school communications, musician communications, material packing, set-up/tear down, and assistance with delivery of programs, with option to drive Music Van vehicle
- Maintain Music Van equipment, including instruments, technology, vehicles, and consumable materials
- Support the Education Team through preparing materials, interacting with patrons, teachers, and other community partners, and compiling data
- Assist with data collection and the implementation of evaluation tools for education and community projects
- Take photos and/or videos as requested of education and community events under the direction of the Vice President of Marketing & PR
- Assist with the registration process for the Cox Communications Young Artists' Concerto Competition
- Additional duties as assigned

**Experience/Characteristics Required**

- Interest in arts administration highly recommended
- Love of music and/or arts highly recommended
- Desire to bring arts and community to Las Vegas through concert and educational program development at the LVP
- Interest in digital storytelling
- Willingness to problem-solve, to face challenges, and to dream
- Persistence, resourcefulness and follow-through
- Readiness to engage in collaboration with many organizations across the Las Vegas valley
- Familiarity with orchestral instruments and repertoire recommended, arts experience welcome
- If interested in driving the Music Van, a valid driver's license

To apply, you'll need to show us some creativity! Submit a traditional or non-traditional *something* (creative resume, video, song, poem, comic, art piece, etc) that speaks to why you want the position, why you think you'd be good at it, and any relevant experiences/training/etc that we might find interesting to [employment@lvphil.com](mailto:employment@lvphil.com) with "EdCE Intern" in the subject line.