



HARTFORD
SYMPHONY
ORCHESTRA®

75
years

Alive through great music!

Carolyn Kuan, Music Director

Internship Description **Ongoing**

Position Title: Archives Intern
Position Description: The Archives Intern will be intimately involved in recording HSO's institutional memory. Interns will be responsible for organizing, preserving, and reporting all production details from HSO's 75 year history.
Reports to: Artistic Operations Manager
Hours: <ul style="list-style-type: none"> • Dates: <ul style="list-style-type: none"> ○ Fall semester option is Sep-Dec ○ Spring semester option is Feb-May ○ Summer session option is Jun-Aug • Hours: <ul style="list-style-type: none"> ○ 15-25 hours per week, depending on intern availability
Position Duties and Responsibilities/Projects: <ul style="list-style-type: none"> • Duties include <ul style="list-style-type: none"> ○ Transcribing and managing the filing of concert programs, production documents, and press clippings ○ Identifying and labeling as well as the identification, digitization, and labeling of audio recordings ○ Updating Finding Aid and recategorizing and reorganizing current archive system ○ Database & general archive maintenance (training provided)
Previous experience/ skills required: <ul style="list-style-type: none"> • Excellent computer skills • Excellent written communication skills • Creative problem solving skills • Desire to have fun with projects!
Education (recommended): <ul style="list-style-type: none"> • Currently pursuing or holds a degree in music, arts administration, communications, business, or library science. Archival experience a plus.

To apply, email Miriam Engel, Assistant Manager for Education & Community Engagement, at MEngel@hartfordsymphony.org with a cover letter, resume, and writing sample.

Please do not make inquiries by phone.

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