



Artistic Operations Intern (remote or in-person)

The Chattanooga Symphony & Opera announces an offering of an Artistic Operations Internship for the 2026-2027 season (August-April). This internship can be adapted to be fully remote for out of town candidates meeting the requirements. Expectation of commitment is 5-10 hours per week depending on scope of work in the season. This is a paid internship position.

This internship offers hands-on experience in orchestra management and arts administration, providing exposure to the day-to-day operations that support world-class performances. The Artistic Operations Intern supports the planning and execution of artistic activities for a professional orchestra including:

- Working closely with the Director of Operations & Personnel in all aspects of artistic operations
- Preparing guest artist itineraries and assisting with guest artist logistics
- Preparing concert event sheets and stage plots
- Attending production and staff meetings
- Assisting with special projects and event planning
- Providing support during concerts and special events (in-person candidates only)
- Additional projects in areas of interest, such as Marketing, Development, Education & Community Engagement

The successful candidate will also benefit from individualized career coaching sessions and have access to learn from other staff at the CSO.

Qualifications & Educational Requirements

- Currently enrolled in or recently graduated (2026) from a bachelor's or master's degree program in Music, Arts Administration, Music Business, Performing Arts Management, or a related field.
- Demonstrated interest in a career path in performing arts administration, or nonprofit management.
- Experience playing an instrument in a large ensemble
- Strong organizational skills with exceptional attention to detail and the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Proficiency in Google Suite (Sheets, Docs) and familiarity with collaborative workplace technologies like Slack.
- Ability to work independently and as part of a team in a fast-paced environment.
- Professional demeanor and ability to interact effectively with musicians, guest artists, staff, and volunteers.
- Availability to work occasional evenings and weekends in support of rehearsals, concerts, and special events (in-person candidates only)
- Willing to become a student member of the League of American Orchestras (free, no cost)

To apply, please submit a cover letter and resume to sthoms@chattanoogasymphony.org by July 31, 2026.