



ENCORE Chamber Music Institute Seasonal Internship

Dates: May 26-June 21, 2026

Primary On-site Location: Baldwin Wallace University Conservatory of Music
(Additional venues to be used for featured concerts)

ENCORE Chamber Music Institute seeks a highly organized, proactive, and creative individual to join our team as a Seasonal Intern with a strong emphasis on **marketing and audience engagement**. This position supports the administrative team during our June season, working closely with the Artistic Director and Operations Manager.

The ideal candidate is passionate about the arts, interested in arts marketing and administration, and eager to gain hands-on experience promoting a dynamic concert and education season.

This is a **full-time seasonal position** requiring evening and weekend availability from May 26 through June 21, 2026. The first week includes some remote work, with on-site arrival by May 29. The intern will collaborate with ENCORE staff to create an in-person work schedule.

Benefits include attendance at ENCORE season events and close exposure to ENCORE's distinguished artist faculty and guest speakers.

Responsibilities:

- Marketing & Communications (Primary Focus)
 - Draft, schedule, and monitor social media content across platforms to promote concerts, educational programs, and community events
 - Assist with writing, formatting, and distributing email newsletters and announcements
 - Support audience engagement efforts, including on-site promotion, content capture, and post-event follow-up
 - Track marketing activity and help gather basic metrics (engagement, attendance, list growth)
- Operations
 - Assist with artist hospitality, travel logistics, and scheduling
 - Support box office, ticketing, and front-of-house coordination at events
 - Help maintain databases, records, and general office organization
- Education
 - Assist with coordination of Summer Academy programs and outreach events
 - Support communication with students, parents, and teaching artists
- Production
 - Assist production staff during rehearsals and performances
 - Help coordinate load-in/load-out, equipment setup, and stage changes as needed
- Other projects and administrative tasks as assigned by the Head of Operations or Artistic Director

Qualifications:

- Excellent organizational and time-management skills
- Strong written and verbal communication skills
- Interest in marketing, communications, or audience development in the arts

- Attention to detail and ability to take initiative
- Ability to work independently and collaboratively in a fast-paced environment
- Comfort managing multiple tasks with a positive, flexible attitude
- Knowledge of or interest in classical music and arts administration
- Appreciation for the mission of ENCORE Chamber Music Institute

Experience with social media platforms, Canva or Adobe tools, and basic website CMS systems is a plus, but not required.