



Development Intern

Orpheus Chamber Orchestra seeks a development intern interested in a career in performing arts administration to work in a highly collaborative setting with duties that include:

Database Management:

Maintain and update records of individual donors, foundations, corporations, and government agencies.

Prospect Research:

Help to identify potential individuals, foundations, and corporations to expand donor base.

Mailings:

Assist with preparation of renewal letters, acquisitions, acknowledgements, and pledge reminder mailings.

Events:

Aid in event coordination and execution

Additional Tasks as Needed

This is a part time, unpaid internship reporting directly to the Development and Special Events Associate. Intern will also work closely with the Director of Development and the Manager of Institutional Giving.

Work days/hours are flexible.

If you are interested in this position, please send your resume and cover letter with the subject as Development Intern Position to jfriedland@orpheusnyc.org or fax to (212) 896-1717.

About Orpheus Chamber Orchestra:

Recognized internationally as one of the world's greatest orchestras, Orpheus is a unique and revolutionary self-governing chamber orchestra, rehearsing and performing without a conductor. The Orchestra's catalog includes over 70 recordings spanning the musical continuum from the Baroque to the music of the present, for which it has won a string of awards and distinctions, including a Grammy and numerous Grammy nominations.

A self-governing organization, Orpheus was founded in 1972 by a group of musician who aspired to perform diverse orchestral repertoire using chamber music ensemble techniques. Today, Orpheus continues this philosophy, performing without a conductor and rotating musical leadership roles for each work, literally changing the way the world thinks about musicians, conductors, and orchestras. The orchestra strives to empower its musicians by integrating them into virtually every facet of the organization.

Website: <http://www.orpheusnyc.org>