



ABOUT THE ORGANIZATION

The [League of American Orchestras](#) champions the vitality of music and the orchestral experience, supports the orchestra community, and leads change boldly. The only national organization dedicated to orchestras and their communities, the League supports the field through advocacy, research, convenings, leadership development, artistic programs, and grants. Founded in 1942 and chartered by Congress in 1962, the League includes nearly 25,000 musicians, conductors, orchestra staff, board members, volunteers, and business partners working within our membership of 2,000 world-renowned orchestras, community groups, summer festivals, student and youth ensembles, conservatories and libraries, businesses serving orchestras, and individuals who love symphonic music.

OUR MISSION:

To champion the vitality of music and the orchestral experience, support the orchestra community, and lead change boldly.

VISION:

A thriving future for orchestras and their communities that celebrates creativity, artistry, and inclusion.

COMMITMENTS:

Service: We support our members and those who contribute to the orchestral experience.
Equity, diversity, and inclusion: We embrace equity, diversity, and inclusion as fundamentals, valuing the richness of difference, centering marginalized voices, and creating a supportive environment for all.

Advocacy: We champion the orchestral field and tell the story of its impact.

Leadership: We lead bravely, with transparency, integrity, and authenticity.

Respect: We welcome divergent views, assuming others' good intent while considering the impact of our words and actions.

Creativity: Inspired by the artistry in our field, we strive for innovation and continuous improvement in our programs, practices, and culture.

Accountability: We set ambitious expectations and we deliver on what we promise.

APPLICATION DEADLINE: Friday, September 11, 11:59p



INTERNSHIP OVERVIEW

Calling all emerging arts administration professionals! Be a part of a team that supports orchestral music across the country. The Programs Intern supports the implementation of numerous League virtual and in-person programs, including the student, composer, and youth orchestra [constituencies](#), [Student Leadership Council](#), [Midwinter Managers Meeting](#), [National Conference](#), [Virginia B. Toulmin Orchestral Commissions Program](#), [Anne Parsons Leadership Program](#).

This position reports to Heather Briere, Director of Learning and Leadership Programs, and offers the opportunity to learn about the issues impacting the orchestra field and develop connections with students, musicians, and arts administrators across the country.

This internship is open to current undergraduate and graduate students in the University of Michigan School of Music, Theatre & Dance (SMTD).

POSITION DUTIES AND RESPONSIBILITIES

The duties that follow represent the primary responsibilities for the Intern, and may be tailored to the strengths, experience, and interest of the Intern:

Program and Event Support

- Help plan and produce League virtual and in-person programs, including constituency programming, Midwinter Managers Meeting, and National Conference.
- Support the student leadership council selection process and mentorship program.

Member Engagement

- Attend select constituency events and constituency leadership team planning meetings, take clear minutes, and circulate them to the group.
- Build connections with students, musicians, and arts administrators, and help keep constituency groups engaged throughout the year.

Marketing and Communications

- Plan and carry out marketing campaigns for student membership, leadership programs, and Conference, following League style guides in coordination with staff.
- Support the creation and execution of social media posts and short video projects with League staff.

Research and Insights

- Look into best practices for engaging students in digital spaces and flag emerging program and resource needs, challenges, and trends.
- Track discussion-group topics and assist with surveys, data collection, and analysis.

DESIRED QUALIFICATIONS

- Prior experience providing administrative assistance; orchestral experience a plus.
- Familiarity with standard office software: Microsoft Office (Word, Excel, and Outlook), Google Workspace, AI tools such as Claude, and project management software.



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- Interest in the mission and work of American orchestras.
- Interest in arts administration, leadership development, and program management.
- Excellent written and verbal communication skills in English.
- Excellent attention to detail in all aspects of work.
- Strong time-management skills, with the ability to work independently and manage multiple tasks at once.
- Experience or interest in social media and video content creation.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Characteristics described here are representative of those that must be met by the Intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- This role requires the routine use of standard office equipment such as computers and phones, and potentially photocopiers and printers.
- This role requires using the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.

Work Environment

This position is fully remote. When participating in on-site programming in Detroit, MI or other location, the noise level is quiet to moderate with ambient room temperatures and lighting.

Equal Opportunity Employer Statement

The League is an equal opportunity employer that is committed to equity, diversity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The League makes hiring decisions based solely on qualifications, merit, and business needs at the time.

APPLICATION REQUIREMENTS

Application materials should be [submitted via this Google Form](#). Email for any questions to **Gabrielle Piazza** at gepiazza@umich.edu

- a **cover letter**
- a **resumé** (one page maximum)
- a **recommendation letter** (please either include as part of your submission or request that your recommendation be emailed to gepiazza@umich.edu)



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APPLICATION TIMELINE

- Application Due: September 11, 2026
- Interviews: Week of September 21, 2026
- Notification: September 30, 2026
- Internship: Week of October 5 - December 18, 11 weeks, with potential to extend to Winter Semester

COMPENSATION & COMMITMENT

- \$2,000 (~\$20/hr) 5-10hrs per week
- 11 weeks, with potential to extend
- Stipend, credit hour possibility
- Work modality: Remote, with possible in person opportunities This is a part-time, fully remote position averaging 5–10 hours per week, with the potential to participate in on-site programming in Detroit or other program location in which case travel would be covered.