

Castlewood Singers Arts Management Intern

History & Mission

Castlewood Singers is a passionate, semi-professional choral ensemble of 40 volunteer musicians from central Indiana who through performing, volunteering, and giving, strive to touch the lives of others in ways that are meaningful, intentional, and joyful.

Our mission is to provide engaging high-quality performances of varying musical styles for the benefit of others. Our Vision is to provide high-quality music that inspires our community, listeners, and performers. Castlewood Singers believe that inspiration is at the heart of all we do. We value quality, service, education, and passion and our tagline is "Touching Lives Through Music."

Our board, staff, committees, and membership are unified in: Believing and striving for excellence and having an intentional outreach; Programming a diverse and creative repertoire that entertains, inspires, and educates listeners and performers; Demonstrating that participation in music can be a lifelong, creative activity; and investing in all age groups and populations, as well as the underserved or those in need.

Arts Management Internship

Castlewood Singers, established in 1984, is seeking an enthusiastic and detail-oriented intern to join our team. This is an ideal opportunity for someone to participate in the strategies and mechanics of a successful non-profit arts organization.

The CWS Arts Management internship is a dynamic, hands-on experience for a self-starter who wants to get their feet wet in the fast-paced world of the performing arts specifically working with publicity, marketing, finances and budgeting for our organization and our performance endeavors.

We are looking for energetic pre-service (collegiate) or early-career individuals with marketing, publicity, design skills with high integrity, positive attitude, strong work ethic, the capacity to learn quickly, and high intrinsic motivation. Ideally, we are looking for candidates that are pursuing a career in Event Management, Marketing or Non-Profit Management. Designed as a resume-building and service-learning opportunity, Arts Management Interns will gain hands-on experience and engage in regular reflective practice and mentoring with Marketing Chair, Bob Willsey. Bob Willsey is the president/owner of Bison Creek Advisers, LLC and serves on the board of numerous non-profit organizations in the Indianapolis area.

The primary role of an Arts Management Intern is to serve as a rehearsal and concert-day assistant carrying out a variety of logistical and musical aspects of leading an adult ensemble. By the conclusion of the internship, we hope the Arts Management Intern will have achieved real objectives in service of Castlewood Singer's mission, while gaining deeper understanding and skills for themselves.

Responsibilities

- Assist with creating, planning, and implementing marketing strategies for the 2024-2025 concert or season
- Participate in PR and marketing activities to promote concerts
- Develop and implement social media strategy for the 2024-2025 season
- Assist in designing elements for the website and social media platforms
- Learn about and assist with market research, media outreach, fundraising, and business development
- Post concert-listings on websites
- Help shoot and edit video clips for ebcasts, rehearsals, section leaders, board members, concert/audience promotions
- Develop, implement and monitor concert metrics for online social media platforms and attending audience members.
- Plan, create, and distribute survey to concertgoers to collect and organize demographic data
- Planning and implementing the 40th Anniversary Gala marketing & fundraising efforts
- Solicit donations from businesses and individuals: contact prospects & follow up,
- Create and assist in documenting related 'after concert' content to website and social media
- Assist with event survey creation, editing, distribution, and compilation.
- Process reports, send thank you letters to businesses, process donation thank you letters.
- Sort, scan and format archival material and archives
- Help with concert promotions and "front-of-the-house" advertising.
- Assist Marketing Chair and Committee with board meeting prep
- Assist the board, and Artistic Director as needed with administrative duties
- Research potential Foundation and Corporate donors

Desired Attributes:

- Ability to organize time and work independently, follow directions and complete tasks in an effective manner
- Skill in coordinating tasks and projects
- Computer skills, particularly Microsoft Office applications and Google Cloud Database
- Management experience is a plus
- Knowledge of Microsoft Office Suite (Word/Excel/Powerpoint)
- Utilization of professional telephone etiquette
- Excellent written and oral communication skills
- Comprehension of Facebook, Twitter, Instagram, YouTube, and other social media tools
- Ability to be flexible, multi task, be self-directed and meet deadlines
- Ability to commit to at least 10 hours/week during regular rehearsal periods (August 2024 – May 2025) - Flexible schedule, with can work from home)
- Ability to attend designated rehearsals for each concert, plus dress rehearsal and show night.

Intern Expectations

The internship is a paid, part-time position for the full 2024-2025 season, (July 16th – Dec 19th / Jan 7th – May 30th). Semester-length terms may be negotiated depending on availability. The Arts Management Intern will report to the Governance Chair & the Marketing Director.

While this position will receive a nominal stipend of \$1000/term, Castlewood Singers, recognized for quality programming and engaging programming, will provide the intern with a comprehensive introduction to all aspects of its organization. By the end of the internship, the intern will have a broad understanding of the inner workings of a performing arts organization and hopefully built up their portfolio for future employment opportunities.

In return for this education and experience, the intern will be held to the same professional standards as the CWS staff and leadership. Upon successful completion of the internship, the intern will participate in a performance review and will be asked to provide an evaluation of the internship experience.

Benefits to Intern:

- Learn to manage, market, and produce a live arts event from beginning to end
- Receive school/college credit if applicable
- Receive service hours if applicable
- Receive a Certificate of Completion
- Be eligible for a recommendation

Application Process

Applications and expressions of interest from any and all qualified/eligible candidates are enthusiastically welcome. In order to be eligible for hire as an intern in the Arts Management Internship Program, an internship candidate must: (a) have the legal right to work in the United States; (b) reside in or attend college in Indiana; and (c) be currently enrolled in a community college or four-year college/university program.

Castlewood Singers is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, citizenship, disability status, ethnicity, gender identity or expression, national origin, race, religion, sexual orientation, socio-economic status, or veteran status.

Please submit a cover letter describing interest and qualifications, a resume, and contact information for at least two professional references. Please do not include any additional materials at this time. Only applications submitted via email in Pages, PDF, or Word will be accepted. All applications will be treated as strictly confidential.

The search will begin immediately and remain open until the internship has been filled. To receive priority consideration for the upcoming season, please email materials by May 15, 2025, using the subject format below, to: Brenda Clark, Governance Chair, bclark2381@aol.com with “*internship inquiry*” in the subject line.