



Princeton Symphony Orchestra College Internship Program

The Princeton Symphony Orchestra (PSO) is a professional regional orchestra with a long history as one of New Jersey's finest music organizations. The PSO presents a six-program classical series at Richardson Auditorium in Princeton as well as an expanding orchestral pops series, chamber music series, year-round educational activities for individuals of all ages including a robust partnership with a youth orchestra, and a multi-genre, outdoor performing arts festival during which PSO is one of the only producers of fully-staged opera in New Jersey.

TITLE

Princeton Symphony Orchestra College Internship Program

SUMMARY

This administrative internship is designed to offer hands-on experience working alongside a team of professionals to produce world-class concerts and events, as well as the opportunity to develop a wide variety of skills crucial in today's arts and non-profit landscape. In addition to working on projects that are integral to the success of the season, interns are encouraged to learn from and about roles across the entire company. This is a highly competitive internship curated specifically for undergraduate and graduate students interested in arts administration.

INTERNSHIP REQUIREMENTS

- Current undergraduate or graduate student
- Authorized to work in the US
- Committed to being available for the full internship program (September through June)
- Ability to work a flexible schedule including days, evenings, and weekends
- Solid organizational skills, attention to detail, and the ability to plan, prioritize, and handle multiple deadlines
- Impeccable professionalism and excellent interpersonal skills to work with a variety of constituents from an array of lived experiences
- High standards of integrity, credibility, and reliability, including the ability to keep confidential information secure and private
- Excellent time management skills, including commitment to attendance and punctuality
- Works well independently and in a group setting; a true team player
- Strong written and verbal skills
- Must have a valid driver's license and a reliable form of transportation

INTERNSHIP OUTLINE

This is a part-time internship running September 2026 – June 2027, during which interns will spend time with every administrative department of the PSO: Box Office/Patron Experience, Production, Marketing & Communications, Development/Fundraising, and Education & Community Engagement. Interns will also have the opportunity to learn directly from the PSO's Executive Director.

In the Fall and Spring semesters, interns will spend approximately 6 weeks with each department. The internship will conclude with the PSO's flagship summer program, the Princeton Festival. During the Festival, interns will have the chance to interact with all departments in an intensive way, incorporating learnings from the entire year.

All interns are paid at the rate of \$16/hour. Hours will include evening and weekend event coverage. Total hours will be approximately 10 hours/week during the Fall and Spring semesters and up to 40 hours/week in June.

Fall Semester: September 8 – December 23, 2026 (approx. 15 weeks)

Weekend event coverage will include but is not limited to:

- October 17-18, 2026
- November 14-15, 2026
- December 19-20, 2026

Spring Semester: January 4 – May 28, 2027 (approx. 20 weeks)

Weekend event coverage will include but is not limited to:

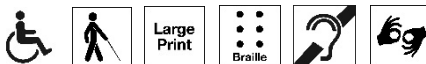
- January 23-24, 2027
- February 13-14, 2027
- March 6-7, 2027
- April 10, 2027
- May 8-9, 2027

June 2027 (approx. 4 weeks)

Weekend and evening event coverage will be determined based on the 2027 Festival schedule.

HOW TO APPLY

Submit a resume and cover letter to employment@princetonsymphony.org with "College Internship Program" in the subject line **no later than May 1, 2026**. All applications will be treated as confidential. Electronic submissions only—no phone calls. We are only able to contact those candidates selected for an interview. If you require any assistance or accommodations during the interview process, please include this information when submitting your application.



The Princeton Symphony Orchestra (PSO) is deeply committed to a thoughtful, honest, and ongoing self-examination of how we are applying principles of equity, diversity, and inclusion (EDI) and antiracism within our organization. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, status as a qualified individual with a disability, or any other characteristics protected by federal, state, or local law.