Candlelight Concert Society (CCS) presents a nationally recognized Chamber Music Series; a CandleKids Series to spark children’s interest in the performing arts; Educational Outreach programs to build an audience for the future through performances, lectures, workshops, and master classes; and Community Outreach performances for Howard County residents unable to attend in a formal concert setting.

Since 1972, CCS has presented world-class Chamber Music concerts and is now ranked among the best professional series in the United States. Based in Columbia, MD, CCS has grown into a nationally recognized cultural institution with a track record of 43 successful years. CCS has a full-time Executive Director, part-time Artistic Director and Office Manager, a 10-person Board of Directors and over sixty volunteers. More information is available at www.candlelightconcerts.org.

The internship would offer the opportunity to work directly with the Executive Director and Office Manager in the coordination of all aspects of a classical presenting organization. Depending upon the qualified candidate’s interests, the internship could encompass one or more of the following areas:

**Public Relations**
- Opportunity to research and compose press releases
- Develop contacts within the media for placement of press releases and potential feature articles
- Assist with local and remote radio interviews

**Marketing**
- Develop a social media program by enhancing the Facebook, Twitter, and other social media potentials.
- Provide content with the goal of increasing engagement (industry news, interesting articles/videos about ensembles, repertoire or composers)
- Create enticing copy for print and radio advertising
- Assist in the creation of the Winter/Spring Single Ticket Brochure (fall) or the Subscription brochure (spring) and design flyers for each performance

**Fundraising**
- Help to identify potential foundations that align with the mission of CCS
- Assist with grant application preparation
- Assist with the creation of Giving Tuesday & End-of-Year campaigns (fall) or Subscription and Legacy Circle campaigns (spring)
- Assist with the planning and implementation of pre and post-concert receptions

**Other**
- Assist with box office duties and customer and donor relations
- Attend Artistic Committee meetings, having researched potential ensembles
- Work at performances (box office, front-of-house, usher, artist liaison, etc.)
- Coordinate volunteer activities

**Time Commitment**
10-12 hours per week (some of which can be accomplished remotely)

**Contact**
Email resume and areas of interest to Jessica Julin White at exec.dir@candlelightconcerts.org