

## Charleston Symphony Orchestra Inclusion Fellowship

Charleston Symphony Orchestra, Charleston, SC

The Charleston Symphony Orchestra is proud to announce a new partnership with the College of Charleston. With rapid changes in our industry, the CSO believes strongly that our organization and our industry will benefit greatly from a broader and more diverse group of talented performing arts executives, musicians, and conductors.

Thus, the CSO is excited to announce the creation of the Charleston Symphony Inclusion Fellowship. The Charleston Symphony Inclusion Fellowship is an expansive professional and talent development program aimed to equip and advance arts executives, musicians, and conductors from backgrounds traditionally underrepresented in the field of classical music.

Participating fellows are mentored in all aspects of the 21st century forward-facing orchestra, including but not limited to: Development & Fundraising, Marketing, Audition & Job Search Preparation, Community Engagement, Board Structure & Practices, Operations, Orchestra Librarianship, Organizational Finance, Health & Wellness, Public Speaking, Youth Orchestra Operations, Issues & Strategies for Championing Diversity Equity and Inclusion, in addition to topics specific to their focus.

We aim to change the legacy of classical music, on and beyond the stage.

### Executive Fellowship

Executive fellowships are awarded to two successful candidates as positions within the Charleston Symphony staff for up to a 24 month period via 12 month renewable agreements. Each successful fellow will be awarded a stipend of \$20,000 annually as compensation for either one of two respective positions:

- ❖ **Internal Relations Fellow** - direct support of, and mentorship from, the Charleston Symphony Executive Director in organizational, project, and workflow management as well as non-profit finance.
- ❖ **External Relations Fellow** - direct support of, and mentorship from, the Charleston Symphony Director of Development & Marketing in communications, marketing, development, and patron engagement.

Successful fellows work up to 25 hours per week with the Charleston Symphony and Charleston Symphony Youth Orchestra team. Fellows will have the opportunity to participate in 8 professional development workshop weeks each year with guest mentors and leaders in the following subject matter areas:

- ❖ Importance of Identity
- ❖ Culture of Philanthropy
- ❖ Marketing
- ❖ Interview and Job Search Preparation
- ❖ Community Engagement
- ❖ Board Structure and Engagement
- ❖ Organizational Leadership

- ❖ Operations
- ❖ Social Media Marketing & Networking Strategies
- ❖ Issues & Strategies of Diversity, Equity, and Inclusion
- ❖ Non-profit Structure and Governance
- ❖ Roles of: Leadership Triad, General Manager
- ❖ Interview and Resume Preparation
- ❖ Orchestra Librarianship
- ❖ Finance
- ❖ Health & Wellness

Successful fellows will assist the CSO leadership in executing the Symphony's daily operations. Fellows will help facilitate the execution of tasks that keep the organization on track to meet its strategic objectives and deliver its mission. They will serve as an advisor, gatekeeper, problem solver, and partner to the Executive Director and Director of Development & Marketing, while developing his/her own skill-sets in management and leadership.

This person will manage challenging situations and multiple responsibilities concurrently, balancing urgent demands with longer-term objectives. They will need to have the highest level of ethical integrity as the position requires the management of highly confidential information of both internal and external stakeholders. They must be a collaborator with the ability to build strong and sustainable relationships within all levels of the organization.

#### **Broad Responsibilities**

- ❖ Direct Support of assigned supervisor/mentor
- ❖ Meeting and event preparation
- ❖ Project Management
- ❖ Board Liaison
- ❖ On-site assistance as directed

#### **Skills/Interest in/Knowledge of:**

- ❖ Financial management and strategic planning
- ❖ Human Resources
- ❖ Strong technology competency
- ❖ Fluency in MS Excel, Word, Power Point, Google Office Format, and Zoom
- ❖ Excellent interpersonal skills
- ❖ Stamina for rigorous work environment and willingness to learn
- ❖ Curiosity, initiative, and work ethic required to function in a remote workplace with adequate equipment provided.
- ❖ Strong interest in the mission of the Charleston Symphony

## Eligibility Requirements

1. Currently accepted, enrolled, and matriculated in the College of Charleston [Graduate Certificate in Arts and Cultural Management](#) as a student pursuing the (1) certificate, only; (2) certificate with the [Master of Public Administration \(MPA\)](#) degree; (3) certificate with the [Master of Fine Arts in Creative Writing \(MFA\)](#) degree; or (4) certificate with another [College of Charleston graduate degree](#).
2. Currently in good academic standing with the College of Charleston
3. Forwarded all submission requirements outlined below by **5:00pm EDT, June 4th, 2021**.
4. Available for a 12 month, Monday through Friday work-week and Charleston Symphony concert weekends.

## Submission Requirements

1. Resume or Curriculum Vitae
2. Complete 250-500 word essay, choosing either of the topics, below:
  - a. Making a case for being of a background traditionally underrepresented or marginalized, within classical music or arts administration, including but not limited to: race, ethnicity, gender, socioeconomic status, or geographic region; in addition to what unique perspective or life experiences you bring to the industry, and what lasting impact you aim to have.
  - b. Your experiences, research, and/or interest in championing diversity, equity, and inclusion in the arts and culture industry; and what lasting impact you aim to have in the arts and culture industry.
3. Two letters of recommendation
4. Introductory video stating any additional information you'd like us to know about you that doesn't appear in your resume. Submissions should be no longer than 5 minutes in duration.

- ❖ Michael Smith, [msmith@charlestonsymphony.com](mailto:msmith@charlestonsymphony.com)
- ❖ Subject Line: "2021 CSIF Executive Fellow: Candidate - Your Name"



**Apply to the Graduate Certificate in Arts and Cultural Management by July 1!**

Program Website: [artsmgmt.cofc.edu/graduate-certificate](http://artsmgmt.cofc.edu/graduate-certificate)

Application: [ucsc.force.com](http://ucsc.force.com)