

Join the FWSO as a Development Intern and help provide outstanding musical performances and programs for our community.

About the Fort Worth Symphony Orchestra:

The Fort Worth Symphony Orchestra (FWSO) stands as one of Texas's leading cultural institutions and one of the most artistically vibrant regional orchestras in the United States. Since its nonprofit founding in 1912, the Symphony has been a cornerstone of Fort Worth's cultural identity and a vital force within the city's thriving arts community, reaching over 100,000 audience members with a 46-week concert season, a core orchestra of 72 unionized musicians, and an annual operating budget of \$16 million.

Development Intern Job Description:

Working directly with the Donor Events Manager and Development Operations Coordinator, the Development Intern will support the organization's fundraising efforts through database maintenance, records management, and event support. This internship offers hands-on experience in nonprofit development operations, donor stewardship, and event assistance.

Your roles and responsibilities will include, but are not limited to, the following:

- Merge duplicate records within the Tessitura CRM database
- Review and resolve open customer service issues (CSI) in Tessitura
- Help update plans and moves management steps in Tessitura
- Log return mail and update incorrect addresses in Tessitura
- Research and update incorrect donor contact information in Tessitura
- Organize and maintain physical and digital filing systems for donors
- Assist with donor events and concerts over the summer, including help with set up, execution, and breakdown
- Provide additional administrative support as needed

Requirements:

- Strong computer skills, including Microsoft Office Suite, with CRM experience a plus
- Customer service or retail experience
- Excellent phone manner
- Must be detail-oriented
- Highly organized and capable of learning new technologies efficiently
- Able to work flexible hours, including some evenings and weekends
- Must possess discretion, professionalism, and the integrity to work with confidential donor information

Wages and Work Hours:

This is an eight-week paid internship with compensation of \$20/hour, paid bi-weekly. You will also receive two complimentary tickets to a 2026-27 concert of your choice. The internship may begin as soon as Monday, June 1. Applications will be accepted on a rolling basis until the position is filled.

In this role, you will be expected to complete 10-12 hours of work per week. Evening and weekend work will occasionally be required to support summer donor events and concerts. Students may be eligible to receive academic credit for this internship in accordance with their college or university policies.

Your work will be in compliance with the Symphony Association's Employee Handbook. Failure to meet these standards will result in progressive discipline, up to and including termination.

Physical Requirements:

Sedentary work that primarily involves being stationary up to 75% of the time.

Equal Employment Opportunity Statement:

The Fort Worth Symphony Orchestra is committed to performing great symphonic music at the highest level of artistic excellence to educate, entertain, and enhance cultural life. In service of that mission and to create an incredible place to work, the FWSO prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability, genetics, protected veteran status or any other characteristic protected by federal, state, or local laws.

Submit an Application:

Interested candidates may apply by sending a cover letter and resume to:
fwsocareers@fwsymphony.org