



the phoenix symphony

Position: Marketing-Public Relations Intern

Department: Marketing and Public Relations

Classification: Intern

Dates: January 2012 – June 2012

Description: The Phoenix Symphony is seeking a Marketing and Public Relations Intern for the 2011/2012 Season to provide departmental support for the promotion of the organization's performances and activities. This internship may satisfy requirements for earning college credit. Hours are flexible and average approximately 15 -20 hours per week. The ideal applicant would be available through June.

Job Duties:

- Clerical and administrative activities such as general correspondence, database management and filing.
- Front of house assistance, customer relations, promotional events and writing assignments for press releases, programs and other communications.
- Assist with social networking outlets for Facebook and twitter as well as compiling artist materials, bios from various guest artists and orchestra members.
- Oversee community outreach program to provide tickets to area organizations to bring community groups to Phoenix Symphony performances.
- Assist in in-house graphic design and layout for miscellaneous Symphony collateral.
- Other duties as assigned.

Preferred Qualifications:

1. Students pursuing a Bachelors or Master's degree in Music, Arts Administration, Public Relations or related field
2. Proficiency in Adobe Creative Suites and social networking sites is a must.
3. Applicants should be able to work in a fast paced and deadline oriented environment, have excellent written and oral communication skills and strong organizational skills.
4. Knowledge of classical music and sense of humor a plus.

Compensation: This internship will enable the successful candidate to obtain valuable specialized experience in arts administration. A \$500 stipend will be paid at the end of each semester. This position may satisfy requirements for earning college credit.

Interested persons should email resume and letter of interest to:

tpscareers@phoenixsymphony.org

The Phoenix Symphony is an Equal Opportunity Employer.