



the phoenix symphony

Position: Marketing-Public Relations Intern

Department: Marketing

Dates: Summer, Fall, Spring

Description:

The Phoenix Symphony is seeking a Marketing and Public Relations Intern to provide departmental support for the promotion of the organization's performances and activities.

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, market research and analysis.
- Oversee community outreach program to provide tickets to area organizations to bring community groups to Phoenix Symphony performances.
- Assist in in-house web maintenance, graphic design and layout for miscellaneous marketing collateral.
- Other duties as assigned.

Requirements:

1. Students pursuing a Bachelors or Master's degree in Music, Arts Administration, Public Relations or related field
2. Proficiency in Office, 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
4. Excellent written and oral communication skills and strong organizational skills.
5. Knowledge of classical music and sense of humor a plus.
6. Hours are flexible and average approximately 15 -20 hours per week. The ideal applicant would be available for two semesters.

Compensation: Benefits include a \$500 stipend available at the end of each semester, the opportunity to gain great experience, paid parking and free tickets to concerts. This internship may also satisfy requirements for earning college credit.

Interested persons should email resume and letter of interest to:

tpscareers@phoenixsymphony.org

Due to the volume of candidates only top candidates will be contacted for phone or in person interviews.

The Phoenix Symphony is an Equal Opportunity Employer.