



EUGENE SYMPHONY

Marketing & Communications Intern

About Eugene Symphony:

Now finishing its 52nd Season, the Eugene Symphony is recognized as a cornerstone of the performing arts in the southern Willamette Valley. What began as a small community orchestra has developed into a fully professional symphony of 83 musicians serving audiences in a four-county area. Today the Eugene Symphony reaches almost 22,000 people annually; an additional 20,000 children, adults and seniors participate in our education and community events.

About the internship:

This internship offers excellent professional and educational experience and training in the area of marketing and communications. The intern will be supervised by the Marketing & Communications Coordinator and will have regular interaction with him or her and the Marketing & Communications Director. All interns have the option to be involved in day-to-day operations and attend departmental meetings and weekly staff meetings.

The Marketing & Communications Intern will have the opportunity to attend and work at a variety of summer events including our 10th annual *Eugene Symphony in the Park* at the Cuthbert Amphitheater, *Symphony Night Out* at the Eugene Emeralds, *Conduct-an-Orchestra* at Sunday Streets, and more. The intern may also assist with the subscription marketing campaign and other marketing and communications tactics throughout the summer, including e-newsletters, website and social media, database management, news releases and other publicity efforts

Responsibilities could include:

- Writing news releases, e-newsletter copy, and radio and TV ad scripts
- Maintenance and content creation for the Eugene Symphony website
- Database management and updates
- Social media support on Facebook, Twitter, and Instagram
- Photo organization on Eugene Symphony server
- Event support (set up, tabling, etc.) at concerts, baseball game, other community events
- Miscellaneous PR work and other duties as assigned

Candidate qualifications:

- Interest or experience in marketing, public relations, communications, nonprofit administration, arts management, music, or other related field
- Strong written, oral, and organizational skills

- Strong computer skills – proficiency in MS Word and Excel a must
- Professional attitude and ability to interact with a wide range of diverse people (including other staff members, patrons, donors and Board members).

Deadline for intern applications: Applications due by Friday, June 15.

Term commitment: At least one term is required (10 weeks), however two terms are recommended and three are preferred – in order to get the most out of the opportunity and see the results of your work in action during the concert season.

Compensation: A \$500 stipend per term will be awarded to interns who successfully complete their internship term. They will also receive 2 pairs of tickets to concerts of their choosing in the 2018/19 season.

Interns may also qualify for college credit – please discuss with your advisor

Time commitment: Internships require a minimum of 8 hours per week, during regular business hours of 9 a.m. to 5 p.m. Schedules are flexible.

Interested applicants should email resume and cover letter to:

Josh Francis
Marketing & Communications Coordinator
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