



## Peoria Symphony Orchestra Development Internship

Desired majors:	Arts or Non-Profit Administration, Music Business
Work period:	Fall and Spring semesters and Summer One semester internships or based on performance and work load intern could be invited to return for multiple semesters.
Hours per week:	8 -20 hours per week Days and times are flexible within regular PSO business hours Some evening and/or weekend work for concerts and events.
Desired Year in School:	Any
Business hours:	Monday - Friday from 9am - 5pm; some weekends, evenings
Supervisor:	Director of Development and Patron Engagement
Position:	Unpaid
Application Method:	Send cover letter and resume to Priscilla Slaughter at <a href="mailto:pslaughter@peoriasymphony.org">pslaughter@peoriasymphony.org</a> or to 101 State Street, Peoria, IL 61602

### Responsibilities and Possible Projects include:

- Assist with donor stewardship and gift acknowledgement processes, including entering gifts into database and producing thank you letters and other correspondence
- Help prepare materials for the solicitation; Assist with the mailing of the solicitations; Assist with solicitation and cultivation mailings including mail merge, producing materials, and assembling mailings
- Assisting staff with grant application writing and tracking ; Research grant prospects using foundation database; Organize grant and donor files and documents; Assistance with compiling grant applications, reporting and compliance
- Supporting staff with logistics associated with special events
- Draft content for various communications channels including e-newsletter, website, print newsletter, and social media
- Occasional research on prospective donors/funders

### Qualifications

- The ideal candidate will have strong communication, organizational, and research skills and a proven ability to be persistent and resourceful
- Ability to work independently and take initiative on projects
- Must be creative, proactive, highly organized, computer literate, outgoing, and able to think on your feet
- Must possess strong written, verbal, and interpersonal skills
- Excellent data entry and internet research skills with attention to detail
- Proficiency in Microsoft Office Suite, Google Docs, experience with Salesforce and adobe creative suite a plus, but not required

**Peoria Symphony Orchestra**  
101 State Street, Peoria, IL 61602  
309-671-1096  
[www.peoriasymphony.org](http://www.peoriasymphony.org)  
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