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 pslaughter@peoriasymphony.org 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
12/17