Desired majors: Advertising, Graphic Design, Journalism, Public Relations, Marketing
Work period: Fall and Spring semesters and Summer
One semester internships or based on performance and work load. Intern may be invited to return for multiple semesters.
Hours per week: 10 -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, though Junior/Senior or Master’s Level Preferred
Job Requirements: Excellent writing skills, communication skills, and attention to detail; highly organized
Proficiency in Microsoft Office Suite and Adobe Applications is required
Must be able to work independently and as part of a team
Photography skills preferred; Knowledge of WordPress preferred;
Knowledge of classical music a plus
Position offers an excellent opportunity to work on substantive projects and can result in great portfolio material
Business hours: Monday - Friday from 9 am - 5 pm; some weekends, evenings
Supervisor: Director of Marketing and Communications
Position: Unpaid
Application Method: Send cover letter to Mae Gilliland Wright, PhD, at mgwright@peoriasymphony.org or to 101 State Street, Peoria, IL 61602

We are looking for bright, organized, detail-oriented individual with excellent communication skills, who possess a good attitude and the ability to take direction and follow through on projects. Our internship program provides the opportunity for candidates to receive a complete overview of the workings of a professional symphony orchestra. The Marketing, Communications, and Graphic Design Internship covers all aspects of marketing & communications including public relations, creating copy, editing, design work, and social media.

Responsibilities and Possible Projects include:

• Assist with creation and distribution of marketing/publicity materials
• Assisting in the production of press releases and informational pieces regarding concerts and activities
• Assist with direct mail and email marketing including strategic use of the Orchestra’s patron database and creation and analysis of surveys
• Assist with website content reviews, updates, and reviews of functionality
• E-communications creation and execution; Print newsletter creation and execution
• Creation and maintenance of photo galleries and photo archives
• Assist in administrating the PSO’s social media plan and editorial calendar as directed
• Provide concert support and administrative support to the entire organization

Qualifications:

• Excellent ability to analyze and interpret data
• Excellent administrative, organizational, and research skills
• Ability to multi-task and meet deadlines
• Motivation and enthusiasm to develop your skills in marketing, communications, and public relations
• Knowledge of, or a desire to learn about and experience the performing arts and/or music education, and a sincere desire to make classical music accessible to new and diverse audiences

Peoria Symphony Orchestra
101 State Street, Peoria, IL 61602
309.671.1096
www.peoriasymphony.org
08/18