



Peoria Symphony Orchestra Marketing, Communications, and Graphic Design Internship

Desired majors:	Advertising, Graphic Design, Journalism, Public Relations, Marketing
Work period:	Fall and Spring semesters and Summer. One semester internship or based on performance and workload. The 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 is a plus The 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 a cover letter and resume to MacKenzie Taylor at mtaylor@peoriasymphony.org or to 101 State Street, Peoria, IL 61602

We are looking for a 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 cover all aspects of marketing & communications including public relations, creating copy, editing, design work, and social media.

Responsibilities and Possible Projects include:

- Assist with the 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