

## ECSO INTERNSHIP EXPERIENCE

### Summary

Seeking an apprentice with skills in communications, marketing, development, arts administration or music education. The Eastern Connecticut Symphony Orchestra seeks an enthusiastic and organized apprentice for their 2021-22 season to participate and contribute to all facets of an arts nonprofit. They will have the opportunity to assist in box office, marketing, development, and production activities. Overseen by the Executive Director, this apprentice will get first-hand experience working on projects ranging from digital archiving, database management, event planning and support, audience development initiatives, and communications content development for multiple platforms, including social media.

### Projects/Duties

- Database entry and cleanup for past seasons/ticket counts/fundraising events
- Work with the ECSO team to get media assets from artists for upcoming concert season
- Provide support for summer mailings and concert and gala events
- Assist with publicity jobs including possibilities for graphic design, social media, formal press releases, scheduling interviews and performances, and organizing a publicity portfolio
- Help with concert production planning, including designing and printing programs, managing email lists, and concert production sheets
- Assist with organizing audio recordings in archives
- Help develop concert specific postcards, taglines, hashtag campaigns, ticket giveaways/promotions and a cohesive social media plan across all platforms.
- Work on graphic pieces needed for the season including Under 40 reduced ticket prices, Planned Giving documents, Annual Fund design, Subscription Form

### Requirements

- Passion for music and/or the arts; interest in assisting a non-profit orchestra in reaching its goals
- Experience with Adobe and Microsoft suite of products related to graphic design
- Comfortable with social media across many platforms
- Responsible individual able to meet hard and fast deadlines
- Ability to exercise discretion as it relates to sensitive internal information
- Experience working on the internet, research, written and oral communication skills, organizational skills and attention to detail are important
- The ideal candidate will have an interest in arts management