

Virginia Symphony Orchestra

JOB POSTING

Position: Marketing and Public Relations Intern (un-paid)
Department: Marketing
Reports to: Marketing and Public Relations Manager
Status: Part-time, flexible hours, seasonal

The Virginia Symphony Orchestra Marketing Department seeks a highly motivated intern to lend support in the areas of research and promotion.

Primary Responsibilities

- Research media outlets—both statewide and national—to assess their value to the VSO and assist in initiating contact with potential reviewers, features writers and editors.
- Submit VSO events to online calendar listings and other arts calendars.
- Copyedit press releases, artist bios and other documents.
- Generate copy—short feature stories and news blurbs—for radio, television and press purposes.
- Explore new media—e.g. Internet, social media—possibilities and capabilities. As well as, content creation and curation for our digital media platforms.
- Manage strategic partnerships, audience development, and content distribution.
- Provide support to the Marketing Department.
- Provide on-site support for VSO concerts and special events.
- Other duties as assigned.

Desired Qualifications and Skill Requirements

- Excellent communication, writing and verbal skills
- Proficiency with office software such as Microsoft Office
- A knack for social media as evidenced by maintaining an active presence on multiple platforms (Facebook, Twitter, Tumblr, Instagram, etc.);
- The ability to learn quickly, manage time effectively, and adjust to new challenges.
- Knowledge and appreciation of classical music

To Apply

Interested candidates should send a cover letter, resume and writing sample to Derek Page, Marketing and Public Relations Manager - dpage@virginiasymphony.org