

PR & Events Intern

Position Description

September 2011– May 2012

SUMMER: open until filled

FALL: two total openings, application deadline September 23, 2011

Overview

This internship through the **Chippewa Valley Youth Symphony** is an excellent opportunity to gain experience in communications, public relations and event planning. Coordinating tours, promotions and event logistics are just a few of the intern's major responsibilities. Hours are 10 hours per week. Regularly scheduled meetings with the youth symphony executive director are required. Internship can be taken for university credit and service learning hours.

Events

There are several events that require meticulous planning. Included are:

- Fall Pops Concert
- Winter Concert
- Concerto Competition
- Finale Concert
- Benefit Concert
- Annual Bus Tour
- Auditions
- Fundraisers & Socials

Responsibilities

- Coordinate events & logistics
 - Oversee and delegate roles to event volunteers
 - Act as liaison between Chippewa Valley Youth Symphony and hosting venue
 - Create detailed itineraries for events and tours
 - Secure donors and sponsors for events
- Work with executive director & graphic designer to develop promotions for event
- Coordinate, promote, implement and track fundraising events and activities
- Assist with all press, media, sponsorship and advertising opportunities
 - Press release writing
 - Pitching stories to local media
 - Sponsor relations
 - Social media management
 - Website writing and maintenance
- General Administrative Duties

Required Qualifications

- Junior/Senior standing at UW-Eau Claire
- Strong communication and organizational skills
- Mastery of basic word processing applications and computer skills; adept at MS Word and Excel
- Must be reliable, responsible and very flexible
- Available 10 hours per week
- Daytime Availability: must be able to work at CVYS office a minimum of 2-3 times per week

Preferred Qualifications

- Completed courses in PR Writing & News Writing
- Interest in planning special events
- Preferred Majors/Minors: Mass Communication, Business Management & Music

Please e-mail your resume & cover letter to info@cvyouthsymphony.org or mail to the address above.