



## **2022 Summer Intern Job Descriptions and Responsibilities**

The Pasadena Symphony and POPS is seeking two interns for the summer of 2022. These internships are funded by the Los Angeles County Department of Arts and Culture. **THESE ARE PAID INTERNSHIPS CONSISTING OF 40 HOURS PER WEEK FOR 10-WEEKS BETWEEN JUNE-AUGUST 2022.** In order to qualify for an internship, the candidate must be currently enrolled as an undergraduate (2-year or 4-year), or community college student who resides or attends college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1 - December 1, 2022. We encourage eligible students from all ethnic and socioeconomic backgrounds, as well as disabled students, to apply. **As a note:** eligible students may participate in the program once.

To learn more about these internships and eligibility requirements, please visit the Los Angeles County Arts and Culture Summer Intern website.

### **MARKETING AND PUBLIC RELATIONS INTERN**

#### **Job Description:**

The Pasadena Symphony and POPS seeks a Marketing and Public Relations Intern to provide support for its Communications activities that support the presentation of world-class music in the San Gabriel Valley. The Marketing and Public Relations Intern will work with the Marketing team in planning and implementation of a comprehensive social media campaign, digitizing the press materials archive, patron communications and on-site management of public events. The intern will be instrumental during the Pasadena POPS summer season, engaging in direct interaction with the orchestra's clientele.

The Marketing and Public Relations Intern's responsibilities will include:

- Managing the communications and social media calendar
- Maintaining Marketing Department hard and electronic files, including audio and video performance archives
- Press outreach – research and grow press list for Symphony and POPS

- Posting concerts to online event listings; expand event listings database
- Digitizing archive of press materials
- Basic graphic design duties as assigned
- Attending POPS concerts throughout the summer, staffing the marketing table and interfacing with patrons and press contacts
- Other concert duties as assigned

The Marketing and Public Relations Intern must be detail-oriented, have strong organizational skills and a working knowledge of marketing and public relations activities. The candidate should have an interest in nonprofit management and arts and culture. Knowledge of classical and contemporary music is important along with the ability to work as a team member in a close environment. Proficiency in Adobe Creative Suite, Wordpress and Mailchimp are a plus. The intern will need to have his/her own transportation.

To apply for the Pasadena Symphony and POPS Marketing and Public Relations internship, please email your cover letter and resume to Marisa McCarthy at [mmccarthy@pasadenasymphony-pops.org](mailto:mmccarthy@pasadenasymphony-pops.org) and put "Marketing and Public Relations Intern" in the subject line.