



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.

SPECIAL EVENTS INTERN

Job Description:

The Pasadena Symphony and POPS seeks a Special Events Intern to provide support for its fundraising activities including donor relations tasks during the Pasadena POPS summer season. Through collaboration with the Development Associate, the intern will support the planning and execution of post-concert receptions and other donor-related special events. In addition, the intern will engage in planning and execution of the Pasadena Symphony and POPS annual Moonlight Sonata Gala.

The Special Events Intern's responsibilities will include:

- Maintenance of the Development office hard and electronic files
- Donor data entry in our online database
- Support with donor relations activities, including sending and receiving phone calls, emails, and paper correspondence
- Support and planning for annual fundraising and friend-raising event activities, including special donor receptions during our summer POPS concert series

The Special Events Intern must be detail-oriented, have strong organizational skills, and be comfortable interacting with a diverse range of people through all communication methods. The ability to work independently **and** as part of a team is essential. An interest in classic and contemporary music is important. The ability to "think on your feet" and see the solution behind the challenge is a plus. The intern will need to have his/her own transportation.

To apply for the Pasadena Symphony and POPS Special Events internship, please email your cover letter and resume to Alan Maldonado at alan@pasadenasympphony-pops.org and put "Special Events Intern" in the subject line.