

Public Relations Intern

Reports to: Communications and Development Assistant

Status: 15hrs/week, paid hourly position

The Public Relations Intern is responsible for a range of tasks pertaining to the Conservatory's public relations, fundraising and marketing functions, with a focus on assisting with various events and special projects. The ideal candidate will be working toward an undergraduate or graduate degree in public relations, marketing, nonprofit administration, or related field, with outstanding written and oral communication skills, and an understanding of the nonprofit environment. Experience working with print/online media representatives, great people skills, and outstanding organizational and multi-tasking skills are a must. Must be available starting in March through the end of June. Occasional weekend availability required. Possible opportunity for continued part-time employment after completion of internship.

Responsibilities Include:

- Submit calendar listings for events
- Assist with events
- Make connections with local businesses to spread word about events/programs
- Maintain and update contact lists
- Update and organize marketing materials
- Assist with social media outreach, particularly for events

Qualifications:

- Working toward a bachelor's or master's in public relations or related field
- Outstanding writing skills
- Exceptional organizational and administrative skills; ability to meet tight deadlines
- Strong interpersonal and teamwork skills
- Strong computer skills, including knowledge of Microsoft Office
- Interest in and passion for music and the arts
- Knowledge of nonprofit environment

To apply, please send resume and cover letter to Alye Carlevaro, Communications & Marketing Manager: alye@musiced.org