



## **Illinois Philharmonic Orchestra Summer Intern Program (Paid)**

### **Job Description**

Illinois Philharmonic Orchestra is looking to hire a rising high school junior or senior as a summer intern interested in pursuing an academic and professional career in marketing, communications, public relations, or event management. This paid intern(s) will report to, and be responsible for assisting the Marketing, Communications, and Event Coordinator in day to day operations and will help plan for future concerts and events.

The ideal candidate should be a highly motivated student with excellent multitasking and organization skills. They will be encouraged to simultaneously take on exciting projects as an added benefit to their future work aspirations.

IPO's office is located in Park Forest, IL. Recognizing the ongoing situation surrounding COVID-19, training and work assignments will be performed remotely.

### **Responsibilities**

- Assist with a variety of marketing activities and projects
- Assist in researching creative, new, and strategic social media marketing across all platforms, including but not limited to Facebook, Instagram, and Twitter to engage fans and raise concert awareness
- Gather content for 2020-21 mainstage concert programs (musician bios)
- Review and tabulate results from concert surveys
- Proofread marketing pieces and grant proposals
- Work to secure 2020-21 IPO Dine Restaurants and Check-Out IPO library partners in conjunction with Marketing Coordinator
- Assist with ways to engage program advertisers and IPO Dine partners
- Gain real-world experience by assisting the Marketing Coordinator on day to day activities

### **Qualifications**

All applicants

- Must be a rising high school junior or senior
- Be interested in pursuing a future college degree in public relations, communications, music, or a related field

- Possess demonstrable writing and editing abilities, and be highly organized, computer-proficient, and comfortable with new challenges and deadlines

### **Student Benefits**

IPO aims to give intern(s) real-world work experience they can use to build their resumes, their confidence, and their skillset across a broad platform of tasks relating to arts administration. If hired, they will be asked to write copy for internal and external communications, design promotional materials, and organize archives - giving students a deep back-end look into the world of arts administration. Intern(s) will be trained and supported by the Marketing Coordinator.

### **Assessment**

Intern(s) will be asked to keep a log of time worked at activities performed for the duration of their time working with IPO. IPO's Marketing Coordinator will monitor the hour and project log. Intern(s) will receive an initial training session, mid-internship written evaluation, and final verbal evaluation- all conducted with the Marketing Coordinator and Executive Director. The initial training session will lay out clear expectations and projects for the intern(s). Non-formal feedback will be continual, and we will encourage interns to engage productively with us on a high-level every day.

### **Intern Expectations**

Interns will be expected to

- Apply themselves to the best of their ability
- Ask questions
- Be enthusiastic and eager to work and learn all aspects of arts administration
- Be able to work 10 to 15 hours per week from June through August with flexible beginning and end dates

Compensation: Paid on an hourly basis

Interested persons should email a resume and letter of interest, with the subject line "Summer Intern Program" to Mary Kate Luzzo, Marketing, Communications, and Events Coordinator: [mluzzo@ipomusic.org](mailto:mluzzo@ipomusic.org). Deadline for submissions is Sunday May 31, 2020.

Illinois Philharmonic Orchestra is an Equal Opportunity Employer.

Illinois Philharmonic Orchestra | 377 Artists Walk, Park Forest IL 60466 | [ipomusic.org](http://ipomusic.org) | 708.481.7774