



DES MOINES SYMPHONY

JOSEPH GIUNTA MUSIC DIRECTOR & CONDUCTOR
THE LINDA AND TOM KOEHN ENDOWED CHAIR

Marketing Internship

Summer 2017 (10-15 hours per week)

The Des Moines Symphony seeks an energetic, motivated and creative self-starter with strong analytical and organizational skills for a Summer 2017 Marketing Internship. The Marketing Intern will be an integral part of the Des Moines Symphony's Marketing Department for the summer of 2017, working directly with the Marketing & PR Director, Marketing Manager, and the rest of the Symphony staff to expand the Des Moines Symphony's marketing efforts to current and future patrons.

The Symphony's Marketing Department is responsible for maintaining the Des Moines Symphony brand, providing customer service to Symphony patrons, expanding community outreach efforts, growing social media following and managing all Des Moines Symphony & Academy public relations efforts. From day one, the Marketing Intern will receive hands-on experience with major responsibilities related to subscriber-relations, event management and season planning.

Responsibilities:

- **Event Planning & Management:** Assist in the organization and day-of responsibilities for the annual "Oh Say, Can You Sing?" competition as well as day-of and logistical details for the Des Moines Symphony's Yankee Doodle Pops concert
- **Patron Services:** Work directly with Marketing Department on Des Moines Symphony subscription renewal campaign including processing paperwork, updating records, list management, and initiating follow-up phone calls and emails to patrons
- **Season Planning:** Assist with administrative, website, social media and PR tasks in preparation for the Des Moines Symphony's 2017-18 season

Outcomes:

- An intern will gain transferable knowledge in non-profit arts management applicable to future academic or employment opportunities
- Experience in both an office setting and event environment
- The opportunity to observe and work with all departments of the Des Moines Symphony

Qualifications:

- Ability to meet deadlines and thrive in a fast-paced environment
- Comfortable providing customer service via phone and email correspondence

- Detail-oriented with strong organizational skills
- Proficiency with various social media and web platforms a plus
- Strong writing ability across a variety of platforms
- Proficient in Microsoft Word & Excel
- Willingness to learn
- Strong communication and teamwork skills
- Interest in arts management

This is an unpaid position. Intern must be available 10-15 hours for at least ten weeks in the summer, beginning June 5.

Please email a cover letter and resume to Mackenzie Sheehan, mackenzie@dmsymphony.org by Friday, April 21.

The Des Moines Symphony Orchestra, celebrating its 80th season in 2017-2018, is Central Iowa's largest and most active year-round professional performing arts producing organization. The mission of the Des Moines Symphony Association is to enrich, educate and inspire our community by performing great orchestral music.