



Pittsburgh Youth Chorus Marketing & Development Intern

POSITION: Marketing & Development Intern

HOURS & TIMELINE: Flexible depending on intern's school requirements. Part-time interns typically work 5-10 hours/week for 10 weeks in a semester. Students needing a full-time internship to participate in the Federal Community Service Work Study (FCSWS) program are also welcomed and encouraged to apply.

REPORTS TO: Jacqueline Perich, Manager of Marketing & Development

LOCATION: Interns currently work from home and use their own computers.

COMPENSATION: \$10/hour. Alternatively, students may be paid through the FCSWS program and/or do internship for course credit.

APPLICATION DEADLINES: Applications accepted on a rolling basis, and internship dates are flexible. Typical intern decisions are made on the following timeline:

January-May Interns: Decision made by December 17

June-August Interns: Decision made by May 1

September-December Interns: Decision made by August 1

POSITION DESCRIPTION: Pittsburgh Youth Chorus (PYC) seeks a motivated and creative individual to support marketing activities for choral education programs and individual giving campaigns. The intern will gain firsthand experience in arts marketing and communications, donor cultivation and engagement strategies, and contributing to a small arts nonprofit team.

RESPONSIBILITIES:

- Assist Manager of Marketing & Development with marketing plans and communication efforts for PYC events and programs
- Maintain PYC brand on website and social media
- Write and design content for social media, blogs, website, newsletters, press releases, and other marketing communications
- Assist in developing grassroots outreach and marketing strategies for youth choral programs
- Assist in individual donor management including research, communication, and data maintenance using Salsa CRM system



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- Assist in implementing individual donor cultivation and engagement strategies
- Other projects related to marketing and development dependent on the intern's professional goals and interests

QUALIFICATIONS:

- Working toward an undergraduate or graduate degree in a related field or equivalent working experience preferred
- Prior work experience in arts administration is a plus
- Sincere belief in the importance of arts education and equitable access to arts and culture
- Excellent written and verbal communication and interpersonal skills
- Adaptability and attention to detail
- Ability to manage multiple timelines and adhere to deadlines
- Capable with computers, word processing skills, and knowledge of or ability to learn software (Office 365, Constant Contact, Squarespace, Salsa CRM, etc.)
- Demonstrated experience with and knowledge of best practices for social media networks (Facebook, Instagram)
- Digital design experience is a plus (i.e. Canva or similar software)
- Ability to obtain or provide ACT 33 and 34 clearances and FBI background check. PYC will cover the cost of clearances in the event that the intern doesn't already have their clearances.

HOW TO APPLY: Please email a resume and cover letter to Jacqueline Perich at jacqueline@pittsburghyouthchorus.org.