



The Pasadena Symphony and POPS is recruiting for summer interns through the Los Angeles County Art Commission Summer Internship Program. The PSA is offering two, full-time, paid internship for 10-weeks beginning after June 1, 2017. Deadline is May 10, 2017. Information about each internship as well as how to apply is below.

<https://www.lacountyarts.org/arts-internship-program>

PASADENA SYMPHONY ASSOCIATION

SUMMER INTERN DESCRIPTIONS:

DEVELOPMENT INTERN

The Development intern will work with the fundraising team to support PSA through special summer events, including our signature Music Under the Stars, and support the donor relations activities during the summer Pasadena POPS season. Through the collaboration with the Chief Development Officer and the Fundraising Committee of the Board, the intern will support the planning and execution of a number of small group events focused on introducing new supporters to the Pasadena Symphony and POPS. These events will consist of a small crowd of less than 100, and will include a performance by PSA's artists with an introduction by either David Lockington or Michael Feinstein. The intern will be a part of the entire event planning process, including after-event follow-up, and gain a broader understanding of the importance of community support in the life of a nonprofit. In addition, the intern will work on the PSA's annual Music Under the Stars, engage in donor interactions during the Pasadena POPS, and be instrumental in the planning team for our annual Moonlight Sonata Gala.

The Development intern's day-to-day activities will include:

- Maintenance of the development office hard and electronic files;
- Donor data entry;
- Support donor relations activities;
- Provide support for annual fundraising and friend-raising event activities; and
- Prepare and present a final presentation to the PSA's Board on development tasks accomplished.

HOW TO APPLY:

To apply for the Pasadena Symphony and POPS Development internship, please email your cover letter and resume to Scott Vandrick at svandrick@pasadenasympphony-pops.org and put "Development Intern" in the subject line. If you have questions, please call (626) 793-7172, Ext. 45 or info@pasadenasympphony-pops.org.

MARKETING INTERN

The Marketing and Public Relations intern will work with the Marketing team to support the PSA through the management of social media activities and a communication calendar, online social networking, media relations and on-site management of public events during the Pasadena POPS summer season. Through the collaboration with the Director of Marketing and Public Relations, the intern will support the planning and implementation of a comprehensive social media campaign, as well as understanding the nuances of managing the media for a nonprofit. In addition, the intern will be instrumental during the Pasadena POPS summer season, engaging in direct interaction with the media and the public.

The Marketing and Public Relations intern will also be responsible for:

- Maintenance of the communication and social media calendar;
- Maintenance of Marketing Department hard and electronic files;
- Media data entry and a management;
- Support media relations activities;
- Provide support for the Pasadena POPS summer season; and
- Make a final presentation to the PSA's Board on development tasks accomplished.

PSA is asking for the Marketing and Public Relations intern to have strong organizational skills, outgoing personality and be detail-oriented. The ability to connect with the media who are passionate about music and community is a plus. An interest in classic and contemporary music is important, and the ability to "think on your feet" and see the solution behind the challenge. Experience in statistical analysis would be helpful. The intern will need to have his/hers own transportation.

The Marketing and Public Relations intern's day-to-day activities will include:

- Maintenance of the communication and social media calendar;
- Maintenance of Marketing Department hard and electronic files;
- Media data entry and a management;
- Support media relations activities;
- Provide support for the Pasadena POPS summer season; and
- Make a final presentation to the PSA's Board on development tasks accomplished.

HOW TO APPLY:

To apply for the Pasadena Symphony and POPS Marketing and Public Relations internship, please email your cover letter and resume to Marisa McCarthy at mmccarthy@pasadenasympphony-pops.org and put "Marketing and Public Relations Intern" in the subject line. If you have questions, please call (626) 793-7172, Ext. 13 or info@pasadenasympphony-pops.org.