



Internship Opportunity Public Relations

Position Title: Public Relations Intern

Salary Range: This is an unpaid internship. School credit is available.

Department: Marketing and Public Relations

Reports to: Public Relations and Social Media Manager

Position Summary: Pacific Symphony seeks a Public Relations Intern who is excited to apply their academic knowledge to real-world writing, storytelling, media relations, marketing and promotions scenarios. Main duties include writing press releases, researching and writing creative social media content and conducting interviews and writing stories for program books and the website. Other duties include writing and designing flyers; coordinating program books and specialty publications; managing PR archives, photo resources and the media database; preparing media kits; assisting media at concerts and special events; collecting research and assisting the Symphony's overall marketing and PR campaigns. Social media outreach efforts include possible opportunities for filming, interviewing and editing video.

Minimum Requirements: This position requires strong written and verbal communication skills, attention to detail and proof-reading skills, the ability to work to deadlines and effectively multi-task. Graphic design knowledge is a plus. Some knowledge and a love of classical music and/or an interest in a career in the non-profit arts is highly regarded. Candidates pursuing a degree in Public Relations, Communications, Journalism, English, Business, Marketing or another related field strongly preferred.

Availability: The position is considered an unpaid internship and requires 12-18 hours per week. Preferable candidates are available to work 2-3 days per week, and serve in their role for no less than 3 months. Office hours are Monday-Friday, anytime between 10am and 5pm. Some weekends and weeknight availability is required for concert duty.

Location:

Pacific Symphony
17620 Fitch Ave., Suite 100
Irvine, CA 92614

www.PacificSymphony.org