



The **Marketing and Public Relations Department** is responsible for the design, production and distribution of all marketing-related materials used to promote Pacific Symphony concerts and education programs, including program books, press releases, photo and video production, the Symphony website, patron loyalty events, the concert hall welcome table and backstage tours. Volunteers may be used in any or all of the areas below:

#### **Concert Duty and Backstage Tour Leader**

Maintain concert duty volunteer schedule for all Pacific Symphony concerts: manage and train Ambassador team/backstage tour guides. Comfortable with public speaking, customer service skills, positive attitude. Must be available evenings and weekends (10 hours per week). Long term.

**Reports to:** Director of Marketing

#### **Welcome Table Ambassador**

Assume responsibilities for set up/tear down of welcome and renewal tables, signage and marketing materials at R&H Segerstrom Concert Hall and other venues. Occasionally transport materials to/from PS office, printer or warehouse. Must be comfortable working with public and answering questions about Pacific Symphony programs. Must be available on assigned concert dates (5:30-10:30 p.m.). Long term.

**Reports to:** Concert Duty and Backstage Tour Leader (volunteer)

#### **Backstage Tour Ambassador**

Provide backstage tours for small groups of Pacific Symphony patrons, approximately 20 minutes. Excellent public speaking skills while engaging with patrons. Must be available on assigned concert days (7-8 p.m.). Long term. **Reports to:** Concert Duty and Backstage Tour Leader (volunteer)

#### **Program Book Editor**

Assist with compiling content/photos, proofreading and gathering edits for the Symphony's program books. Must be detail-oriented and have excellent skills in writing and editing. Knowledge of classical music and AP style preferred. Must possess computer skills/proficient with Adobe Acrobat and Word. Past editing, writing or marketing experience preferred. Schedule: Two days per week (8-10 hours). Long term. **Reports to:** Public Relations Manager

#### **Photographer**

Shoot projects for Education & Community Engagement events. Available to work evenings and weekends. Qualifications: Knowledge of professional DSLR & luxury lenses. Have developed an eye for image composition. Professional knowledge of lighting. Knowledge of how to upload/label RAW and TPG images to archive. Understanding of organized digital work flow. Must meet deadline requests. Experience with Adobe products.

**Reports to:** Video and Digital Media Manager

#### **Videographer**

Shoot B-roll and conduct interviews that aim to capture compelling stories for our Education and Community Engagement programs. Shoot B-roll and conduct short interviews for quick promotional content used on social media feeds. Must have 1-2 years of experience with shooting solo production film making. Available during evenings, weekends and for events.

**Reports to:** Video and Digital Media Manager

#### **Photo Booth**

Assist with collecting names/emails and organizing the line for the photo booth during performances. Volunteers will also assist patrons with the operation of the photo booth, keep the lines moving and the process efficient in order to serve as many patrons as possible. Must have good hand-writing and people skills. Must be available on assigned concert days (7-10:30 p.m.) **Reports to:** Director of Audience Engagement

#### **Blogger/Writer/Storyteller**

Help tell the story of Pacific Symphony's impact by writing compelling narrative for web and print. Tasks include meeting with staff, interviewing participants, taking photos and writing stories about concerts and/or education and community engagement programs. Must have previous experience writing for publication. (10-15 hours per week) Long Term.

**Reports to:** Public Relations Manager

#### **Marketing Assistant Volunteer**

Clerical/Administrative support for marketing department. MS Office skills required. Consistent weekly schedule (20 hours per week). Long term.

**Reports to:** Director of Marketing

#### **Translator/Interpreter**

Transmitting written materials into Chinese accurately, for purposes of marketing and public relations. **Reports to:** Chinese American Communities Marketing Associate

