INDIANAPOLIS SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Marketing & Communications Intern

DEPARTMENT: Marketing & Communications

REPORTS TO: Digital Marketing & Communications Manager

POSITION SUMMARY:

The Indianapolis Symphony Orchestra's Department of Marketing & Communications is seeking a student intern to join our dynamic, creative, and fun-loving team this summer! Working alongside the Digital Marketing & Communications Manager and Content Strategist, this position assists in implementing the Department's content marketing strategy. Depending on your skill set, you will have the opportunity to contribute to content creation ranging from social media to program book production. You'll learn valuable skills and gain experience in event marketing, strategic planning, and implementation. A love of the performing arts and a can-do attitude are a must! This internship is an in-person position that includes time at the ISO's offices in downtown Indianapolis during the week and at Conner Prairie in Fishers on the weekends. Candidates must provide their own transportation (mileage to Conner Prairie will be reimbursed.) This is a paid position. Successful candidates will possess exceptional verbal communication, writing, editing, and time management skills.

INTERN DUTIES AND RESPONSIBILITIES:

- Responsibilities may include, but are not limited to, updating content on the ISO's website, gathering and creating content for dissemination on ISO platforms including social media, assisting in content creation on-site at Kroger Symphony on the Prairie, market research, and other duties as assigned.
- Adhere to ISO style guide and branding playbook when implementing assignments.
- Participate in weekly departmental meetings and contribute to the discussion.
- As a representative of the ISO, interns must take direction and carry out assignments with professionalism and punctuality.
- Assist with direct email marketing campaigns (depending on intern's ability to acquire new skills.)
- Assist with maintaining ISO concert information on various community databases.
- Use the departmental task management system (training will be provided) to manage tasks, communicate with others and keep track of projects.
- Write internal and external messaging, including media notices, radio scripts, program notes, articles etc.
- Pull lists from customer database (dependent upon skill level).

MINIMUM REQUIREMENTS:

- Marketing or communications majors (and humanities majors in general) preferred.
- Please include a link to your portfolio or writing samples in your application.

INTERPERSONAL CONTACTS:

- Internal: This position works very closely with members of the Marketing & Communications team. Other contacts may include Operations, Development, Executive and Artistic.
- External: This position may be asked to interact with patrons to obtain photos or other content for social media.

CONTENT OF CONFIDENTIAL INFORMATION:

• Will have access to confidential programming and marketing plans.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on trust and mutual respect.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Applications for this position should be sent to jobs@indianapolissymphony.org.