



## Marketing Internship

Location: 104 South Washington square, Ste 300, Lansing, Michigan 48933  
Type: Paid Internship, LSO will also work with students to earn college credit if possible  
Reports to: Executive Director  
Start Date: September 2022  
Hours: Position is part time (up to 25 hours per week) with flexibility during office hours, some evenings and weekends will be required to staff events.

The LSO Marketing Internship is an opportunity to learn about a nonprofit arts organization while providing marketing and event support. The intern position will be involved in all aspects of the organization and is an excellent opportunity for someone interested in pursuing a career in orchestra/arts management. While reporting to the Executive Director, the intern will also have the opportunity to work with, and learn from, all staff members, and will be integrated fully into the organization.

### Examples of Duties and Responsibilities

- Develop and maintain an active presence with LSO audiences through a variety of tactics, such as e-mail marketing, Facebook, and Instagram
- Manage the LSO website ensuring that the most up-to-date information is available
- Assist with coordination of outside contractors as related to marketing and communication projects
- Research industry best practices, develop innovative plans for LSO marketing efforts
- Support LSO donor events, including raffle, gala, house parties, and donor lounges
- Regularly attend LSO concerts and events, assisting with planning, logistics, donor needs, and event flow as assigned
- Serve as point of contact for incoming ticket sales and patron requests both on the phone and in person

### **Requirements:**

- Interest in music and arts nonprofit organizations
- Detail-oriented and organized
- Strong interpersonal skills
- Strong writing skills
- Proficiency in Microsoft Office (Word and Excel)
- Marketing and Communication experience a plus

**How to apply:** Email resume and cover letter to Courtney Millbrook at [courtney@lansingsymphony.org](mailto:courtney@lansingsymphony.org) and specify "Marketing Intern" in the subject line by **August 26, 2022**.