

Marketing & Production Intern Overview | 2023/2024

As a Marketing & Production intern you will learn the intricacies of marketing and producing concerts from the weeks leading up to the event to the hands-on experience of the performance night. The M&P Intern will work directly with the Marketing Director, Social Media Coordinator & Creative Audio Producer, Digital Media Manager, and the Orchestra and Personnel Manager, Special Events Coordinator.

General Duties

- Assisting onsite with Database entry (demographics for performances/programming and for development)
- Additional roles based on skills and interest

Marketing

- Take videos for social media
- Write copy for social media posts and eNewsletters
- Work in Point of Sale and customer service roles at the marketing table
- Manage merchandise inventory

Librarian / Production

- Help setup for live performances and general production needs
 - Manage audio and visual equipment for live concert recordings
 - Learn to operate camera and microphone equipment
- Assist in librarian work
 - Pulling music & packing books
 - Making copies and preparing to travel
- Catalog archival materials in digital format

Orchestra Management

- Assist with guest artist services
 - Learn the process of drawing up artist contracts, coordinate travel arrangements, and other needs based on individual guest artist
- Coordinate catering and additional pre-show bookings
- Stage production setup