



## Fall 2019 Internship

The **New York Youth Symphony** is seeking a **Marketing Intern** for **Fall 2019** to provide design, marketing, and general administrative support.

### **Responsibilities may include, but are not limited to:**

- Designing marketing collateral such as promotional flyers, stickers, and newsletters
- Creating content for social media channels including Instagram, Facebook, Twitter
- Assisting with updating NYYS Website (no coding experience necessary)
- Drafting press releases and eblasts
- Researching media outlets and contacts to expand upon existing media list
- Providing support with the preparation of NYYS performances
- Updating and maintaining the NYYS CRM database
- Fielding general phone inquiries, following up on season subscriptions
- Providing general administrative support in the office as needed

### **Requirements**

- An interest in music, cultural arts and/or the non-profit sector
- Excellent verbal and written communication skills
- Proficient with MS Office Outlook, Word, and Excel
- Experience with Facebook, Twitter, Instagram and YouTube
- Ability to work independently
- Must be available 15-20 hours per week

### **Skills preferred, but not required**

- Experience with Adobe Photoshop and/or InDesign
- Photography/Graphic Design experience a plus

### **Compensation & Benefits**

- This is an unpaid internship - College credit may be arranged

### **To Apply**

- Please submit a cover letter, résumé, and two work references to [jobs@nyys.org](mailto:jobs@nyys.org). Please include "NYYS Internship" in the subject.