



Job Opening: Marketing and Community Engagement Intern

Part Time: Approximately 15 hrs/week, some nights/weekends if available (October – December)
Report to: Rachel Howard, Marketing & Community Engagement Manager
Compensation: Unpaid – May be taken for course credit

Description: TRYPO seeks a motivated, inspired individual to support its promotional activities. The intern will gain firsthand experience in building connections between a youth music organization and the Pittsburgh community by focusing on the promotion of TRYPO's annual winter performance on December 9. TRYPO also has various special projects the intern may choose from based on skillset and area of interest such as social media, digital media solutions, email marketing, and more.

Qualifications:

- Bachelor's Degree in related field, or equivalent working experience preferred;
- Prior work experience in arts administration is a plus;
- Some knowledge of music, and a sincere belief in the importance of arts education;
- Excellent writer, communicator (in both written and verbal form) and creative thinker;
- Adaptability and attention to detail;
- Ability to manage multiple timelines and adhere to deadlines;
- Capable with computers, minimum 50wpm typing, and knowledge of, or ability to learn software (Office 365, DonorPro, WordPress, etc.);
- Active and well-rounded personal presence in social media, with a command of each network and best practices;
- Some graphic design experience a plus;
- Act 33 and 34 clearances required, FBI background check also required.

Responsibilities Include:

- Assist with basic publicity writing including press releases and media alerts;
- Prepare materials for events including signage, flyers, and other needs as requested;
- Attend events and assist with registration and event photography and represent TRYPO as part of the staff;
- Assemble e-newsletters, e-blasts, etc.;
- Collect and analyze data from campaigns to generate reports;
- Create social media posts to disseminate content;
- Prepare materials for program launches;
- Provide support and assistance in preparing sales and marketing materials as needed;
- Assist with market research;
- Assist in managing program advertisements;
- Provide administrative support as needed.

Please send cover letter and resume by Monday, September 24, 2018 to Rachel Howard at Rachel@TRYPOandPYC.org