



**Internship Opening: Marketing Intern**

Part-Time: Approximately 10 hrs/week, some nights/weekends if available (September-December)  
Report to: Lindsey Nova, Executive Director  
Compensation: \$10/hour and may be taken for course credit

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**Description:** Three Rivers Young Peoples Orchestras (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 15, 2019. TRYPO also has various special projects the intern may choose from based on skills and area of interest such as social media, email marketing, and more. Tell us what excites you!

**Qualifications:**

- Working toward a bachelor's or master's degree in a related field, or equivalent working experience preferred;
- Prior work experience in arts administration is a plus;
- Some knowledge of music preferred, 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, word processing skills, and knowledge of or ability to learn software (Office 365, DonorPro/Engage, 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 (TRYPO will cover the cost in the event applicant does not already have clearances.)

**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, event photography/videography, social media updates, 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 noon on Friday, September 13, 2019, to  
Lindsey Nova at [Lindsey@trypo.org](mailto:Lindsey@trypo.org)***