



Intern Job Description: Marketing and Sponsorship Intern

The Seattle Repertory Jazz Orchestra is a 17-piece traditional jazz orchestra with a 28-year history. Along with the band, SRJO offers in-school educational programs. Please visit: www.srjo.org for more information about our organization.

Position: Marketing and Sponsorship Intern

Description: The Seattle Repertory Jazz Orchestra seeks a dynamic, self-starter to assist marketing and sponsorship efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for well-respected community based nonprofit organization.

Responsibilities:

Working closely with and under the direction of the Executive Director:

- Assist with updating and maintaining SRJO's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing quarterly newsletter.
- Draft, distribute and pitch news releases, media alerts and other stories
- Assist with the design of flyers, graphics, e-vites and other marketing material for major events hosted by SRJO.
- Assist with updating the SRJO website when needed
- Collaborate with staff on new ideas, directions, and campaigns for marketing our programs. SRJO would encourage a graphic artist to explore their creativity by designing a campaign around vintage images of old jazz posters and albums. Not a copy, but a vibrant update. Our goal is to be able to sell our posters and that patrons would look forward to the posters every year. This would be the beginning of that tradition.

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree or working to engage in and understand the field of nonprofit marketing better.
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Wix platform highly desired. Knowledge of graphic design is essential.
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of SRJO and the history of jazz in the United States.

Start Date: Position open until filled, we request a 6-month commitment. Minimum, 3-months.

Hours: 8 hours/week, remote only.

Compensation: \$20 per hour.

To Apply: Please send cover letter and resume to j.conger@srjo.org

SRJO is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability or any other characteristic protected by law.