

GRADUATE INTERNSHIP: NON-PROFIT MARKETING & SOCIAL MEDIA

ABOUT BEL CANTO CHORUS: Founded in 1931, at Bel Canto Chorus, we believe lifelong learning builds thriving communities. We build communities by connecting people through music. We offer world-class choral programs in the Milwaukee area. Our mission is to connect singers, audiences, and the community through experiences with diverse choral music.

POSITION SUMMARY: This position will work closely with the administrative staff in support Bel Canto Chorus' marketing and social media campaign efforts for the benefit of its 2023-2024 season.

- Works with CEO and Managing Director on social media, communications, and various public relations projects to inform the public and media about Bel Canto Chorus' outreach and performance activities.
- Writes content, posts, and surfs on social media outlets (Facebook, Twitter, Instagram, Linked In, YouTube etc.) to promote events and performances.
- Updates website content, photos, and audio clips on www.belcanto.org (on Weebly).
- Assists with the creation and production of audio spots for radio advertising.
- Leverages existing graphics and creative assets to develop invitations, brochures, flyers, and print ads for special events using Adobe Photoshop and/or Adobe InDesign.
- Assists the with special projects as requested and collaborates and coordinates with other employees and service providers to ensure work continuity.
- Work is performed in virtual office settings. Interns residing locally may be invited to attend occasional in person meetings and special events.
- Consistent and reliable access to a computer and internet required.
- Valid Driver's License and dependable transportation required.

EDUCATION AND/OR EXPERIENCE: College graduate students or recent university graduates with academic focus/experience related to arts/non-profit management, marketing, communications, public affairs, business, or a related discipline.

- Excellent verbal, written, and personal communication skills and comfortable asking questions about projects as well as proactive in seeking new tasks.
- Social media management experience related to organizing and publishing content, responding to comments, and ideating ways to improve online presence.
- Strong understanding of social media platforms and industry trends, especially Facebook, Instagram, LinkedIn, Twitter, and YouTube
- Curiosity behind new social platforms and capabilities
- Go-getter attitude, with excellent organizational and time management skills and ability to prioritize and efficiently manage multiple tasks.
- Strong work ethic with sensitivity to confidential information and the ability to work independently and as a team member and to understand/carry out instructions.
- Proficient in Microsoft Office and Adobe Creative Suite (especially InDesign and Photoshop).



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PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear.
- The employee is occasionally required to walk; use hands to fingers; handle or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

REPORTS TO: CEO

TERM: Fall 2023 | **HOURS:** 5-10 hrs. per week (remote)

COMPENSATION: Unpaid; college credits available

APPLICATION INSTRUCTIONS: Applicants are invited to submit a resume and cover letter info@belcanto.org by 5:00 p.m. CDT on Friday September 1, 2023.

Bel Canto Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, sexual orientation, national origin, age, or disability.