

Marketing/Events Intern -The Singers MN Choral Artists

Mission:

Through the performance of established works and the programming of new music, *The Singers—Minnesota Choral Artists* serve as artists, educators, and advocates of the choral art.

Knowledge, Skills and Abilities Required:

- Interest in pursuing a career in Event Management, Marketing or Non-Profit Management.
- Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
- Skill in coordinating tasks and projects.
- Computer skills, particularly Microsoft Office applications and Google Cloud. Database management experience is a plus.

Job description (5-10 hrs. /week, flexible schedule, can work from home)

Marketing and Sales:

- Develop and implement social media strategy for the season
- Post concert-listings on websites (Star Trib, Pioneer Press etc.)
- Shoot and edit video clips for eblast: Rehearsals, section leaders, board members, audience
- Plan, create, and distribute survey to concertgoers to collect demographic data, and compile survey results.

Administration & Customer service: Process ticket and cd-sales, filing, CD Inventory, mailing list update, data entry, answering phones; process donations and acknowledgment letters on a monthly basis.

Concert production: Assist with front of house tasks including ticket & cd-sales

Fundraising/Special Events/Gala

MUST BE AVAILABLE ON Saturday, February 15, 2020. Goal is to assist the gala committee in planning and implementing the main fundraising event of the year, as well as any other events during The Singers 16th concert season.

- Solicit donations from businesses and individuals: contact prospects, follow up, collect and organize items
- Process pre-registration (mail and online orders)
- Post event related content to website and social media
- ON SITE: Assist organizing the registration and check out stations and materials. Help with silent auction.
- Process reports, send thank you letters to businesses, process donation thank you letters.
- Assist with event survey creation, editing, distribution, and compilation.

How to apply: Send cover letter and resume to office@singersmca.org