



PUBLIC RELATIONS INTERN

**Public Relations Department
Communications Division**

INTERNSHIP SUMMARY

The Public Relations Intern supports the Public Relations Department of the San Francisco Symphony by performing clerical and online community maintenance duties, including: updating and maintaining event and entertainment web databases, assisting with maintenance of our 1,200-member online community/social network, <http://community.sfsymphony.org>, including welcoming and communicating with members, monitoring the site for new content, and posting original SFS-generated content, including text, video, photos, and music. Tasks may also include video, audio, or other digital file preparation, filing and photocopying, transcribing, photo archiving, and press-clipping as well as providing assistance with special projects and events. This position assists the Public Relations Coordinator and reports to the Public Relations Manager in a work environment perfect for those with a passion for the arts and social media. The schedule is flexible and the Public Relations Intern will ideally commit to 15-20 hours per week.

COMPENSATION

This internship opportunity is offered for academic credit only.

QUALIFICATIONS

Qualifications for this position should include the following:

- Excellent computer skills
- Should be passionate about social networking and social media
- Proficiency working with digital images and Photoshop preferred
- Prior experience working with digital audio and video files preferred
- Professional interest in public relations, marketing, or communications preferred
- Familiarity with classical music repertoire a strong plus

The ideal candidate should also enjoy tasks that bring professional efficiency to a busy four-person press office. Strong communication, people skills and “team player” attitude are essential.

APPLICATION INSTRUCTIONS

Please send a resume and a personalized cover letter explaining why this internship is a perfect fit for you. Please reference "Job Code: PRI" in any correspondence or in the subject line of your e-mail.

E-Mail (Preferred): jobs@sfsymphony.org

Fax: (415) 863-5297

Mailing Address: San Francisco Symphony
Human Resources Department
Davies Symphony Hall
San Francisco, CA 94102
Job Code: PRI

Deadline to apply: Position open until filled

NO PHONE CALLS PLEASE

For more details, please check our web site at www.sfsymphony.org.

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country's leading orchestras. Founded in 1911, the Symphony performs over 220 concerts each year for an audience of over 600,000. Symphony concerts are broadcast around the world on more than 215 radio stations. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world's highest honors. Its multimedia initiative, Keeping Score, is reaching millions of people with television and radio broadcasts, DVDs, and an interactive Web site. The Orchestra tours extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world's finest guest artists and conductors to Davies Symphony Hall. Over 70,000 young people are served each year by the Symphony's numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1st through 5th grader in San Francisco's public schools. The organization is led by President John Goldman and Executive Director Brent Assink.

The San Francisco Symphony's mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.