

INTERNSHIP POSITION

FORT COLLINS CHAMBER MUSIC SOCIETY

Job Title: Administrative/Marketing Intern

Hours Per Week: 8

Application Deadline: May 8th, 2015

POSITION SUMMARY

The Administrative/Marketing Intern will gain hands-on experience creating social media content for the Fort Collins Chamber Music Society (FCCMS) programs. This individual will work with the FCCMS President to publicize programming and events through social media, relationship building, and website updates, among other duties. This position allows students to expand their professional portfolio while working a flexible schedule.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the organization's presence in various social media environments, including Facebook, Twitter, Instagram, and LinkedIn
- Write social media feature content
- Assist with additional public relations tasks including poster/flyer creation, poster runs
- Update FCCMS website
- Assist with artist scheduling
- Additional communications, marketing, administrative and event-related duties, as assigned
- Uphold college and university honor code; represent FCCMS in a professional manner

We do not provide: transportation, work space, or computer. Interns will work from home on a flexible schedule and meet weekly with a supervisor. This is an unpaid position.

QUALIFICATIONS

- Available Summer 2015
- Proficiency in Microsoft Windows and Office
- Excellent verbal and written communication skills
- Copy editing ability
- Proficiency in social media marketing
- Experience with video editing and/or broadcast journalism a plus
- Experience with digital design software (Adobe Illustrator, Adobe Photoshop, etc.) a plus
- Ability to excel in a collaborate, team-oriented environment and work independently
- Strong work ethic and commitment to detail
- Interns are eligible to receive course credit

APPLICATION

To apply, please e-mail your resume, cover letter and summer 2015 availability by **Friday, May 8th 2015** to: Elizabeth Telling, President

liztelling@hotmail.com

Please include 'SUMMER 2015 INTERNSHIP' in the subject line

ABOUT FORT COLLINS CHAMBER MUSIC SOCIETY

Fort Collins Chamber Music Society (FCCMS) is an exciting new organization of classically-trained professional musicians dedicated to performing high quality chamber music in non-traditional settings. We make classical music accessible, cut down the production costs and get the musicians out of the concert hall and into popular venues.