New Jersey Symphony Orchestra

Title: Digital Marketing Intern

Location: Newark, NJ

Job Type: Co-op/Internship

Compensation Type: Non-paid

Start Date: 5/23/2016    Close Date: 4/29/2016

Job Description: The Marketing Department of the New Jersey Symphony Orchestra seeks a highly motivated intern to lend support in the areas of digital marketing, marketing strategy and marketing department operations support.

Primary Responsibilities:

- Create and update content for the NJSO’s website.
- Draft email content for broadcast campaigns.
- Participate in website and email data research and strategy recommendations.
- Provide support for grassroots marketing efforts.
- Perform basic administrative tasks such as data entry and analysis.
- Provide operations support to the Marketing Department.
- Provide on-site support for NJSO concerts and special events.
- Other duties as assigned.

Qualifications:

- Excellent analytical ability.
- Excellent proofreading skills.
- Knowledge of Microsoft Office.
- Knowledge of basic HTML a plus, but not required. Must be willing to learn basic HTML.

Application Instructions:

Please email (preferred), fax or mail a cover letter and resume to the attention of Geoffrey Anderson at ganderson@njsymphony.org. Cover letters should outline career goals, how this internship fits within those goals, experience in arts management and availability.

If applying by email, please reference the name of the internship in the subject line. Mailed and faxed applications should be sent to:
Geoffrey Anderson  
New Jersey Symphony Orchestra  
60 Park Place, 9th Floor  
Newark, NJ 07102  
Fax: 973.624.2115

No phone calls, please.

Please visit [http://www.njsymphony.org/about-njso/careers-auditions/administrative-internships](http://www.njsymphony.org/about-njso/careers-auditions/administrative-internships) for additional information, including the benefits of an internship with the NJSO.

**About the Organization:**

Named “a vital, artistically significant musical organization” by The Wall Street Journal, the New Jersey Symphony Orchestra embodies that vitality through its statewide presence and critically acclaimed performances, education partnerships and unparalleled access to music and the Orchestra’s superb musicians.

Under the leadership of newly-appointed Music Director Xian Zhang, the NJSO presents classical, pops and family programs, as well as outdoor summer concerts and special events. Embracing its legacy as a statewide orchestra, the NJSO is the resident orchestra of the New Jersey Performing Arts Center in Newark and regularly performs at the State Theatre in New Brunswick, Count Basie Theatre in Red Bank, Richardson Auditorium in Princeton, Mayo Performing Arts Center in Morristown and bergenPAC in Englewood. Partnerships with New Jersey arts organizations, universities and civic organizations remain a key element of the Orchestra’s statewide identity.

In addition to its lauded artistic programming, the NJSO presents a suite of education and community engagement programs that promote meaningful, lifelong engagement with live music. Programs include school-time Concerts for Young People performances and multiple offerings—including the NJSO Youth Orchestras family of student ensembles and El Sistema-inspired NJSO CHAMPS (Character, Achievement and Music Project)—that provide and promote instrumental instruction as part of the NJSO Academy. The NJSO’s REACH (Resources for Education and Community Harmony) chamber music program annually brings original programs—designed and performed by NJSO musicians—to a variety of settings, reaching as many as 22,000 people in nearly all of New Jersey’s 21 counties.

**Disclaimer Information:** The New Jersey Symphony Orchestra is an equal opportunity employer.