



PITTSBURGH SYMPHONY ORCHESTRA

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## **PITTSBURGH SYMPHONY INTERNSHIP DESCRIPTION**

**POSITION:** Special Events Assistant (Spring)

**DEPARTMENT:** Development

### **APPLY WITH COVER LETTER AND RÉSUMÉ TO:**

Clarisa Kearney | [ckearney@pittsburghsymphony.org](mailto:ckearney@pittsburghsymphony.org) | 412.392.6070

### INTERNSHIP PURPOSE AND REPORTING STRUCTURE

- This internship position reports to the Director of Events and Events Coordinator.
- The Special Events Assistant assists in the design and implementation of special events in support of PSO operations, including the Annual Gala and Soirée, The Fiddlesticks Family Gala on March 10, 2018, Parties of Note, Donor Benefit Events, Maestro's Wine Dinner on April 19, 2018 and other fundraising events that may get scheduled. This internship also coordinates with the Individual, Corporate and Government teams to make sure that fundraising events complement their efforts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the planning, implementation, and follow-up of PSO Special Events
- Maintain up-to-date paper and electronic files on all Special Events. Document internal and external communications that concern Special Events.
- Maintain database of PSO event attendees and coordinate information within the Tessitura electronic management system.
- Assist in the preparation of all correspondence and reports regarding Special Events for staff and volunteers.
- Participate in Development cultivation/acknowledgement events
- All other duties as assigned.

### REQUIREMENTS

- Two years of college completed.
- Ability to work minimum of 15 hours per week for the semester in at least three-hour increments between the hours of 9:00am and 5:00pm, Monday- Friday
- Preferred start date is January 15, 2018.
- Previous experience in events and/or catering is preferred.
- Excellent organizational skills, verbal and writing skills, excellent attention to detail, ability to interact comfortably and effectively with institutional and community volunteer leadership; creativity a key.
- A strong interest in gaining experience in Event Planning and Non-Profit Event Fundraising.

**This is a non-paying internship.**