



PITTSBURGH SYMPHONY ORCHESTRA

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## **PITTSBURGH SYMPHONY INTERNSHIP DESCRIPTION**

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

**DEPARTMENT:** Development

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

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### INTERNSHIP PURPOSE AND REPORTING STRUCTURE

- This internship position reports to the Director of Events and Manager of Events
- The Summer Special Events Assistant assists in the design and implementation of special events in support of PSO operations. The main focus for this position will include the Annual Gala and Soirée on Saturday, September 15, 2018. Other events may include Parties of Note, Fundraising Events, Donor Benefit Events, and Cultivation Events. This internship also coordinates with the Individual, Corporate and Foundation development teams to make sure that fundraising events complement their efforts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- This internship is responsible for a main role in the design, organization, and implementation of the PSO's annual Gala and Soirée.
- Assist in the research, and development of the annual Gala and Soirée.
- Research, identify, and recommend new sources of Special Event revenues.
- 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 department cultivation/acknowledgement events.
- All other duties as assigned.

### REQUIREMENTS

- Two years of college completed.
- Ability to work a minimum of 32 hours per week for the summer in at least five-hour increments between the hours of 9:00am and 5:00pm, Monday through Friday.
- Ability to work through Monday, September 17, 2018. Adjustments will be made to accommodate the new fall school schedule. Required to work Saturday, September 15, 2018 for Black Tie Event.
- 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.
- Interest to gain greater experience in Event Planning and Non-Profit Event Fundraising.

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