



**Job Title:** Communications Intern  
**Reports to:** Associate Director of Marketing and Communications  
**Status:** Part time unpaid position (approximately 8-12 hours/week for 6-12 months)

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**Position Summary:** The Communications Intern will work with the Associate Director of Marketing and Communications to create, curate, and publish materials for Kids' Orchestra's (KO) internal and external communications channels. In doing so, the Communications Intern will support KO's mission of building a community of creative, confident, and socially engaged students through music education.

#### **Requirements**

- Pursuing an Associate's or Bachelor's degree, preferably in English, Writing, Communications, Marketing, Nonprofit Management, Business, and/or Graphic Design.
- Possess excellent written and verbal communication and interpersonal skills as well as good time and project management skills.
- Must be proficient in or able to learn Microsoft Office Suite, email management software, database management, WordPress, social media platforms (Facebook, Instagram), SharePoint, Google Drive, Canva, and Adobe Creative Suite.
- Ability to work some evenings and weekends for special events and to work efficiently and effectively in a remote environment.

#### **Essential Duties and Responsibilities**

##### Communications & Marketing

- Update and maintain KO's social media presence on Instagram and Facebook
- Assist in planning, writing, and managing eBlasts and monthly eNewsletter
- Help manage content calendars and provide input on new content ideas
- Assist in tracking e-communications analytics (social media and email channels)
- Update KO's website with new information when needed
- Assist in creating content materials for events, campaigns, and programmatic projects
- Conduct outreach to stakeholders to gather stories and information for collateral
- Update and maintain supporter and media logo inventory
- Catalog, organize, and consolidate marketing and communications files

##### Public Relations

- Assist in drafting press releases and updating our Newsroom webpage
- Update and build-out KO's media list with new contact information

##### Graphic Design & Photography

- Help design event, program, development, and marketing materials
- Take, edit, and organize photos for special events and concerts and support other staff, volunteers, and interns in photography efforts to help document KO activities

##### Other Duties

- Collaborate regularly with staff on marketing and communications-related projects
- Attend weekly staff meeting, supervisor check-ins, and other relevant meetings
- Attend and work special events, with an emphasis on providing photography support
- Additional duties may be assigned based on candidate's interests, skills and qualifications as well as evolving marketing and communications needs

#### **How to Apply**

If you are interested in this internship position, please email your resume and cover letter with the subject line "Communications Intern" to our Associate Director of Marketing and Communications, Kristina Pepelko, at [kpepelko@kidsorchestra.org](mailto:kpepelko@kidsorchestra.org). This position is open until filled.