



Winter/Spring 2022

Position: Arts Administration Internship, Concentration in Marketing

Organization: Denver Young Artists Orchestra

Contact: Executive Director/Office Manager

Hours: 15-20 hours per week, possibility for some remote work

Pay: \$15/hour and some additional benefits such as paid parking.

The **Denver Young Artists Orchestra (DYAO)** is Colorado's premier youth orchestra for young musicians ages 7-23. An Affiliate Organization of the Colorado Symphony, DYAO is celebrating their 44th season. DYAO's three orchestral ensembles perform a variety of concerts October through May, in addition to hosting other special and pop-up events throughout the season.

The Denver Young Artists Orchestra is seeking an intern interested in all aspects of arts management with a focus in marketing, including such areas as public relations, digital marketing, as well as branding and content. We hope to find someone willing to learn and also contribute.

Intern Responsibilities and Learning Objectives:

Intern will be exposed to variety of non-profit areas of operation including but not limited to the following:

Public Relations - Event & Concert Management, Ticket Sales, Press Releases, E-Blasts, Media Relations

Digital Marketing - Social Media Management, Website Management, Google Analytics, Digital Advertising, Search Engine Optimization

Branding & Content - Graphic Design, Merchandise, Promotion & Advertising, Print Marketing

Additional Areas - Other responsibilities and learning objectives include areas in Development & Fundraising such as VIP Outreach and Special Event Management, including DYAO's *Hear the Future* Gala on March 13, 2022. Other General Duties as assigned.

Internship Benefits:

- Intern will work with a team of arts professionals, who care deeply about producing quality work, and truly learn the ins and outs of arts management and leadership.
- Intern will be mentored and trained by the Executive Director and Office Manager.
- Intern can expect to learn about strategy, systems, project management and more related to arts administration.
- Office hours are somewhat flexible (weekdays preferred) and the work atmosphere is casual.
- Intern will be provided their own workspace and computer.
- Intern will participate in staff meetings and board fundraising committee meetings.
- Other professional development opportunities may be available to the intern.

Internship Requirements:

- Must be fully vaccinated for COVID-19 and show proof of vaccine.
- Must be able to work independently with minimal supervision.
- Organizational skills and attention to detail are important.
- An ability to multitask will be key in the internship.
- Excellent research, written and oral communication skills
- Excellent computer skills and experience with Microsoft Office Suite (Adobe Creative Suite helpful) and Google Suite.
- Ability to lift and transport materials to and from events.
- 15–20 Hour Weekly Commitment, March through June 2022
- Occasional weekend or evening work required. Must be available March 13, April 30 and May 8, 2022.
- Previous experience is preferred, but not required for this internship.
- A strong interest in a career in the arts is vital.

Field of Study: Arts Administration/Management, Business, Communications, English, Non-Profit Administration, Marketing, Music Performance, and other related majors.

Applicants should send a cover letter, resume, and three references to Jon Bee, Office Manager, at jon@dyao.org by February 17. If you have any questions, please email or call (303) 433-2420.

DYAO's office is conveniently located near the intersection of S. Colorado Blvd and I-25.

DYAO is committed to the goal of building a culturally diverse staff to serve the needs of our families and patrons. We encourage individuals of all backgrounds to apply.