

# *The* Lansing Symphony Orchestra

## **Development & Marketing Intern Spring 2025**

8-12 hours per week in person, some evenings and weekends

Paid Internship

### Position Summary

The Development & Marketing Intern plays an important role in the implementation of LSO fundraising events, donor activities, and marketing initiatives.

### Specific Duties and Responsibilities

- Work as directed by the LSO Marketing and Communications Manager to assist with program creation including but not limited to Masterworks, Pops, and LSO at the Robin Series.
- Attend LSO concerts and events, assisting with capturing footage that will be used for social media.
- Assist in creating graphics for emails, social media, flyers, presentations, etc.
- Work as directed by LSO Development Manager on LSO donor special events, including Open Rehearsals and Gala.
- Attend LSO concerts and events, assisting with planning, logistics, donor needs, and event flow as assigned.
- Staff the LSO Maestro Lounge by greeting donors and monitoring access to the reception.
- Provide administrative support for all LSO fundraising activities as directed by LSO Development Manager.
- Call lapsed donors during direct mail appeal periods.
- Filing, mailing, printing, and other clerical and departmental duties as assigned

### Experience, Personal Attributes and Competencies

- Interest in fundraising and marketing
- Confident and comfortable in communicating in-person and via phone, email, and mail.
- Ability to act with discretion and maintain confidentiality.
- Strong computer skills, including Outlook, Word, Excel, and Canva.
- Knowledge of basic design principles a plus.
- Knowledge of or interest in classical music and orchestras a plus.
- Team player who enjoys working in a collaborative environment.
- High energy with a positive attitude with the ability to provide superior customer service internally and externally.

### Work Location & Hours

The Lansing Symphony Office is in downtown Lansing. Normal business hours are 9 AM to 5 PM, Monday through Friday. Office Hours of the Development & Marketing Intern can be flexible, however the following events outside of normal working hours would be required:

- MW3: January 9th, 2026 6:15-10 PM
- POPS2: February 14th, 2026 6:15-10 PM
- MW4 Open Rehearsal: March 25th, 2026 6:15 – 8:30 pm
- MW4: March 27th, 2026 6:15-10 PM
- POPS3: April 18th, 2026 6:15-10 PM
- MW5: May 15th, 2026 6:15-10 PM
- Gala: May 16th, 2026 Time TBD

*Interested candidates who cannot attend an event listed will still be considered.*

### How to Apply

Email your cover letter and resume to Courtney Millbrook at [courtney@lansingsymphony.org](mailto:courtney@lansingsymphony.org).

Review of applications are on a rolling basis and will close on January 2nd, 2026.