



## CSO ASSOCIATION EMPLOYMENT

Be part of the world-renowned Chicago Symphony Orchestra Association. Many different talents and skills are needed to provide management and support for this cultural treasure.

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### PUBLIC RELATIONS INTERN (non-paid)

Assist members of the public relations team in day to day PR activities that support the promotion of revenue generating media opportunities for the Chicago Symphony Orchestra. *This is an unpaid internship.*

Conduct daily clip scans for mentions of the Chicago Symphony Orchestra; maintain clippings files. Research and develop social networking and online media database. Work with Director of Public Relations on special writing assignments and press releases as assigned. Work closely with publicist on maintaining and updating social networking sites such as MySpace and Facebook. Work with coordinator on posting press release online. Gather guest artist materials and information. Service requests for information and photos. Populate photo database. Assist in day to day press list management. Proofread PR materials. Special projects as assigned.

### KNOWLEDGE, SKILLS AND EXPERIENCE PREFERRED

1. Upper level (college junior of senior) and/or graduate student pursuing degrees in English, Arts Management, Public Relations, Journalism or Communications preferred.
  2. Knowledge of classical music and prior PR experience a plus.
  3. Experience with research and database population.
  4. Detailed oriented; excellent written, verbal and organizational skills.
  5. Strong computer skills required; HTML knowledge a plus.
  6. Must be available at least 15 hours a week.
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### HOW TO APPLY

To apply for full-time, part-time or seasonal positions with the Chicago Symphony Orchestra Association:

**email** Send your resume as a Word or PDF attachment to [hr@csso.org](mailto:hr@csso.org)

**mail** Send letter, resume, and salary history to:

Chicago Symphony Orchestra Association  
Internship Programs  
220 S. Michigan Avenue  
Chicago, IL 60604-2508

**fax** (312) 294-3838

*All resumes are acknowledged with postcard or email upon receipt. No phone calls, please.*

*The Chicago Symphony Orchestra is an Equal Opportunity Employer and values and encourages a diverse workforce.*