

Social Media & Box Office Intern Job Summary

The Social Media & Box Office Intern for the Menuhin Competition Richmond 2021 will assist the box office and ticketing staff and create social media content. This position will start in February 2021 and end in early June 2021. The work will begin remotely, with the possibility of switching to in-person work at the Richmond Symphony offices in the spring, depending on the COVID-19 situation. In-person work will be required during the Competition (May 13-23, 2021) at the Symphony offices and Competition venues. Hours will be mutually agreed upon, with increased hours during the Competition. This position will work closely with the Richmond Symphony's Menuhin Competition Richmond 2021 staff and the UK-based Menuhin Competition Trust staff. The duties connected with this position include but are not limited to:

- Plan, develop and post content for Menuhin Competition social media accounts, leading up to, during and after the Competition, together with the Social Media & Events Intern
- During the Competition, take photos of Competition events and engagement activities for social media, and compile and post daily (at minimum)
- Generate promotional language for Richmond co-hosts' social media accounts
- Assist Marketing & Communications Manager with ticketing and patron communications
- Provide high quality customer service to Menuhin Competition patrons
- Perform other duties as assigned by the Marketing & Communications Manager and the Project Director for the Menuhin Competition Richmond 2021

Application Process

- Please submit a resume and cover letter to adavis@richmondsymphony.com
- Applications will be considered starting in November and remain open until filled

Hours

- Feb to April: virtual, approximately 8-10 hours per week, or as mutually agreed upon
- Approximately 30-40 hours per week during the Competition

Social Media & Events Intern

Job Summary

The Social Media & Events Intern for the Menuhin Competition Richmond 2021 will create and post social media content and assist in event planning and execution. This position will start in February 2021 and run through the end of May 2021. The work will begin remotely, with the possibility of switching to in-person work at the Richmond Symphony offices in the spring,

depending on the COVID-19 situation. In-person work will be required during the Competition (May 13-23, 2021) at the Symphony offices and Competition venues. Hours will be mutually agreed upon, with increased hours during the Competition. This position will work closely with Richmond Symphony's Menuhin Competition Richmond 2021 staff and the UK-based Menuhin Competition Trust staff. The duties connected with this position include but are not limited to:

- Plan, develop and post content for Menuhin Competition social media accounts, leading up to, during and after the Competition, together with the Social Media & Box Office Intern
- During the Competition, take photos of Competition events and engagement activities for social media, and compile and post daily (at minimum)
- Generate promotional language for Richmond co-hosts' social media accounts
- Assist Marketing & Communications Manager to coordinate reception and special event logistics, including VIP & donor relations, venues and catering details
- Provide high quality communication and promote a positive relationship with donors and VIPs
- Attend reception and special events as needed during the Competition, including event set up and takedown
- Perform other duties as assigned by the Marketing & Communications Manager and the Project Director for the Menuhin Competition Richmond 2021

Application Process

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