



HARMONIA
SCHOOL OF MUSIC & ART

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Internship opportunity (Paid)

Marketing / Program Coordinator.

Responsibilities:

- Assisting Music & Theater Department programs.
- Aid in all aspects of the shows & all events, including but not limited to rehearsal schedules, as well as determining technical needs and communicating those in a timely manner to the Theater Technician and Costumer.
- Collaborate with Music Director and Choreographer regularly, and clear communication with all Theater and School Administrative Staff is an absolute must for this position.
- Communicate clearly and respectfully with parents and students.
- Promoting and marketing — implementation of marketing strategies. Assist with the writing, proofing and creation of advertisements, marketing, and online copy; help with photo and video shoots; provide administrative support; social media support.
- Aid in designing print and digital materials.
- Assisting in recruiting new students.
- Contribute ideas and vision for school programs.

Requirements:

- An individual pursuing Bachelor's or Master's degree in Theater, Music, Arts Administration, or related performing arts discipline.
- Strong computer skills necessary, especially in social media marketing (Facebook, Instagram, website, etc.)
- Demonstrated strong communication skills
- Professional demeanor and presentation
- Demonstrated ability and willingness to work and collaborate within a team.

Other Details:

- Part-time, March - August 2019
- Available for some rehearsals, tech week rehearsals, and show & event weekends
- Hourly compensation based upon experience

To apply, please send resume, cover letter, a recommendation letter from a professor from your department and contact information for at least two references to Ms. Chonghae Durak, Harmonia School Director: chdurak@harmoniaschool.org