



Summer Youth Employment Opportunity: Communications Student Employee

Position Purpose and Reporting Structure.

The Communications Student Employee will assist with development, organization, and distribution of print and digital materials that promote and market all aspects of Elgin Youth Symphony Orchestra (EYSO). This position is supported by a grant from the Illinois Arts Council Agency.

Staff Supervisor: Marketing Communications Coordinator

Essential Duties and Responsibilities.

Upon joining the EYSO team, student employees will meet with their EYSO staff supervisor to define high-level objectives for the period of their employment. Student employees will keep a journal of daily activities, itemizing tasks in support of their objectives, documenting questions, and assessing their achievement. They will meet (at least) weekly with their supervisor to review their recorded progress, discuss ideas for enhancing/improving their day-to-day involvement with EYSO, and adjust course as appropriate to ensure a meaningful employment experience.

Ongoing weekly documentation, evaluation, and assessment will culminate in an exit interview with EYSO's Executive Director and a human resource professional. Interview follow-up will include a letter addressed to the student employee acknowledging their employment and summarizing their accomplishments on behalf of EYSO.

Specific duties and responsibilities of the Communications Student Employee might include:

- Drafting copy for print/digital materials that promote and market all aspects of EYSO including "A Night at the Movies" and Summer Chamber Music Camp
- Developing design specifications for communication with graphic designers, printers, and other vendors as appropriate
- Distributing print and digital materials through existing communication channels
- Researching and qualifying opportunities for new distribution channels
- Script writing for concert intermission, eblast, Facebook, and website video messaging
- Photography/video along with testimonials of students, staff, board members, rehearsals, and performances
- Communication with local and regional media on behalf of EYSO including copy-writing of press releases
- Assist in the creation of organizational tools for communications and social media
- Support the EYSO website redesign

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Requirements.

This position is available to high school students, including recent high school graduates who have not yet entered college, who can commit up to 20 hours weekly beginning June 2022 and continuing through the last week of August/first week of September. The successful candidate will possess:

- Excellent written and verbal communication skills
- Solid organization skills
- Curiosity and self-initiative
- Ability to research given topic, sort through and distill pertinent facts, and present findings succinctly and clearly
- Passion for performing arts environment

Prior experience with high school news/performing arts publications and communications is highly desirable.

Work Environment

Home base for activities will be the EYSO administrative offices located in downtown Elgin, IL. The Communication Student Employee may occasionally travel on-site to EYSO student musician auditions, rehearsals, and performances, as well as accompany EYSO staff to communications-related meetings with board members, vendors, and/or local media personalities. Depending on the job assignment some work may be done remotely/at home. Occasional nights and weekends will be required.

Compensation: \$12.00/hour

Student Benefits.

EYSO operates a full season of music education and performance for nine ensembles and a thriving Chamber Music Institute, with a staff of six full-time professionals. Student employees are immersed in the full workings of the organization, and quickly become valuable members of the team with important – and varied – work to accomplish. Regardless of their official job description and focus, EYSO student employees benefit from a comprehensive, behind-the-scenes glimpse of what it takes to operate a mid-sized performing arts organization. Additionally, they will witness the personal interaction and teamwork skills required to efficiently and effectively manage all operational, communication, and financial aspects of running an organization with a lean staff, a valuable life lesson they can take with them as they venture beyond their high school experiences.

How to Apply.

Provide a cover letter that 1) explains why you are interested in this position, 2) states why you are the ideal candidate, and 3) addresses how this position advances your short and long-term educational and career objectives. Attach a one-page resume that highlights any prior work experience, organization memberships, community volunteerism, and leadership positions.

The deadline to apply is Friday, June 3, 2022.

Submit all application materials to jobs@eyso.org.