



FROM THE TOP

Position: Marketing & Production Assistant

Type: Paid Internship/Intern for School Credit

Department: Marketing & Communications/Production

Term: Summer

Hours: Approximately 10-20 hours per week

Organizational Overview

From the Top is America's largest national platform dedicated to celebrating the stories, talents, and character of classically-trained young musicians. Through live events, NPR and YouTube broadcasts, scholarships, and leadership programs, we empower these extraordinary young people to engage and inspire music lovers of all ages.

Job Description

The Marketing & Production Assistant will be responsible for a variety of projects under the supervision of the Director of Marketing & Communications and the Assistant Producer for Radio & Video. The candidate must be able to handle a fast-paced work environment and be able to juggle several projects at once. This is a writing-intensive position. This position is an intern position, which may also qualify for school credit.

Responsibilities:

Marketing (12 hours per week)

- Assist with scheduling and managing offsite performance and PR events
- Assist with updating and maintaining radio station information
- Create communications for radio stations
- Create blog and social media posts that are aligned with From the Top's voice and mission
- Write, edit, and create copy for website
- Other duties may be assigned that match with candidates goals and organization needs

Production (8 hours per week)

- Possible attendance and assistance at summertime live auditions
- Possible production assistance for summertime video production
- Archiving production content from previous season
- Other production or education related support as assigned with candidates goals and organization needs

Qualifications

- Interest in classical music and/or the arts
- Excellent writing and communication skills
- Ability to work independently to meet specific goals and timelines
- Detail-oriented and proven organizational skills
- Strong computer literacy and knowledge of Microsoft Office

From the Top, Inc. is an equal employment opportunity employer.