



Tosco Music Summer Internship Job Description

Responsibilities

The Tosco Music Summer Internship involves four basic core functions with flexibility to emphasize or incorporate additional individualized learning activities specific to the intern's educational goals and requirements. The internship is a volunteer position; all Tosco Music Interns receive tickets to Tosco Music Parties during the internship period.

1. **Coordinate expansion of music outreach programs:** recruit additional senior living centers and coordinate scheduling of senior singalong parties, recruit new volunteers to support additional sites and coordinate volunteer scheduling, plan and organize capacity-building workshops for song-leader volunteers, keep detailed records of community and volunteer contacts and maintain accurate stakeholder database with daily contact information updates, track expenses and volunteer hours for program expansion.
2. **Strengthen social media communications:** enhance show promotion and coverage, create a social media communications plan including an annual schedule and messaging templates, and increase social media contacts with members.
3. **Support efforts to improve ticket sales:** distribute rack cards, fliers, and posters throughout the community, track and maintain accurate records of locations and amounts of collateral material at each, make recommendations to increase locations for exposure, identify and assist with opportunities for new promotion and advertising of events.
4. **Support music outreach events:** assist with logistics and volunteer coordination for additional events in the community as assigned.

Other requirements:

Excellent written and oral communication skills

Detail-oriented organizational ability

Computer proficiency including word processing, spreadsheets, database and cloud storage applications

Social media proficiency including Facebook, Instagram, Youtube, Twitter and Spotify

Ability to think critically, make informed recommendations for program improvement

Apply professional discretion to assigned tasks

Driver's license and means of transportation

Physical ability to lift 25lbs without assistance

How to apply:

Email resume with references and a cover letter to John Tosco at John@toscomusic.org by **Monday, May 1st, 2017**. Cover letter should include 1) reasons for interest in the position, 2) related experience or qualifications, and 3) educational goals and requirements. References should include at least one former employer/supervisor.