



The fall Special Events Intern will be working primarily on the 29th annual Poinsettia Ball with some preparation for the second annual Harmony Project of Ventura County Celebration Brunch to be held on February 12, 2017. The Poinsettia Ball is the New West Symphony's signature fundraising gala which will be held on December 9, 2016. Last year over 300 guests joined us for "Dancing with the Stars at the Poinsettia Ball 2015," where six community stars competed for the mirror ball trophy (check out their promotional videos at www.youtube.com/newwest1995).

This is an excellent learning opportunity for a student aspiring to work in event management, the arts, development, production, and more. As a member of our small entrepreneurial team you will be exposed to the high-paced and exciting behind-the-scenes business side of one of the leading performing arts organizations in southern California.

Responsibilities

- Assist the event chair(s) through the full lifecycle of the event, including donation solicitation, guest communications, volunteer coordination, and day-of logistics.
- Assist staff and volunteers with silent and live auctions, including but not limited to obtaining donations, organizing packages, and communicating with bidders.
- Coordinate post-event activities such as solidifying winning auction packages and drafting thank you emails.
- Provide administrative support, draft marketing pieces, and other projects as assigned.
- Flexibility to work on special projects aligned with your internship class requirements and your personal growth interests.

Qualities:

- Comfortable with phone and email communication
- Ability to take initiative and work independently and entrepreneurially with a small organization
- Interest in the arts, music, fundraising and philanthropy a plus
- Take direction and feedback well
- Attention to detail
- Strong computer skills with knowledge of film and photo editing software as well as basic MS Office programs, Google Calendar, and CRM software.

Requirements:

- Currently enrolled in an internship course through your college or university. This is an unpaid internship for academic credit only.

Contact: To apply for this position, please submit resume and cover letter via email to Emma Pell at epell@newwestsymphony.org.

About the Organization: Founded in 1995, the New West Symphony is a professional orchestra that draws its players from the rich talent pool of professional Los Angeles-area musicians. The Symphony is the resident company of the Oxnard Performing Arts Center, the Thousand Oaks Civic Arts Plaza, and Barnum Hall in Santa Monica. It presents six Masterpiece Series concerts annually, performing major works from the symphonic repertoire with internationally acclaimed artists as guest soloists. It also provides quality outreach and educational opportunities for the communities it serves through its annual *Symphonic Adventures* concert programs for youth, its traveling Music Van, and its new partnership with Harmony Project Ventura, a year-round music program for underserved students. New West Symphony is a non-profit organization. To learn more, please visit www.newwestsymphony.org.



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