

MCG Jazz
Arts Management and Marketing Internship
1815 Metropolitan Street
Pittsburgh, PA 15233
www.mcgjazz.org

MCG Jazz is proud to be the preeminent presenter of jazz in the Pittsburgh-area, presenting 16 concerts a year. Four Grammy award winning albums have been recorded on site.

Duties of intern:

The successful candidate should be working towards a degree in arts management or marketing and be familiar with Pittsburgh media. Knowledge of jazz and an understanding of basic web design & social media a plus. Primary responsibilities include: investigating new marketing opportunities for MCG Jazz, researching corporate, academic and social groups for potential group sales leads, box office ticket sales during management absences, grassroots marketing and general office duties. Help on a photo archiving project may also be required as well as some evenings & weekends at outreach events. MCG Jazz is located on the North Shore, and frequent bus service is available, although a car would be beneficial.

Location: Sales and Marketing

Available Positions: 1

Compensation: unpaid/academic credit

Academic Background: Sport, Arts & Entertainment Management

Contact: Amy Constantine-Kline, Customer Relations Manager

Phone: 412-322-0800 **email:** akline@mcg-btc.org

Application procedure: e-mail or mail; include resume, cover letter, and references