

Marketing/Public Relations Intern (non-paid)

Provide marketing support for Elgin Choral Union and gain experience in areas of marketing, group sales, promotion, publicity, and event planning. Manage promotional activities designed to increase ticket sales and attract new target audiences. Assist with creation and distribution of marketing materials including poster, fliers, and press kits. Write and/or edit website and social media content, press releases, marketing copy and special writing assignments. Work closely with Executive Director on maintaining/updating social networking sites. Assist in day to day office support. Knowledge, skills, and experience required: Students pursuing a degree in English, Arts Management, Public Relations, Marketing, Journalism, or Communications; strong written, verbal and organizational skills; knowledge of classical music a plus; and strong computer skills, MSOffice preferred. Must be available at least 5 hours per week; 10 hours per week preferred.

KNOWLEDGE, SKILLS AND EXPERIENCE PREFERRED

1. Upper level students (college junior or senior) and/or graduate student pursuing a degree in English, Arts Management, Public Relations, Marketing, Journalism, or Communications preferred.
2. Strong written, verbal and organizational skills.
3. Knowledge of classical music a plus.
4. Strong computer skills, MS Office preferred, knowledge of HTML a plus.
5. Highest level of personal integrity and professionalism
6. Possess a positive attitude; willing to work in a high-energy, collaborative environment
7. A self-confident and mature individual who is able to take direction as well as work independently.
8. Consistent and dependable work habits
9. Enjoy multi-tasking and creative problem-solving
10. Applicants must be at least 18 years of age.
11. Elgin Choral Union is in residence at Elgin Community College and is an equal opportunity employer.

HOW TO APPLY: Submit resume or skills outline including your contact email and phone:

Mail

Jennifer Bolino
Executive Director
Elgin Choral Union
1700 Spartan Dr., VPAC 141A
Elgin, IL 60123

Email

Jennifer Bolino
jbolino@elgin.edu

Why intern at Elgin Choral Union?

The oldest performing arts organization in the Fox River Valley, Elgin Choral Union has a 60+ history of volunteerism and will provide a rich and challenging experience for qualified individuals. Whether you are a college or graduate student, young profession or transitioning employee, you will be entrusted with a great deal of responsibility. This is not about answering the phones, running copies or filing. Elgin Choral Union truly exists thanks to the tireless work of a host of volunteers and interns all who are treated as respected member of our team.

What will I achieve?

- Gain professional skills, add to your resume and worth as an employee and connect collegiate work to practical experience
- Begin to build a professional network leading to future jobs, professional associations and sometimes friendships!
- Enjoy working in a creative, supportive and stimulating professional environment
- Receive complimentary tickets to Elgin Choral Union performances
- College credit, as arranged/approved by your individual college or university.



About the Elgin Choral Union

The Elgin Choral Union (ECU), is the oldest and largest performing arts ensemble in the Fox River Valley. Founded in 1947, ECU has been affiliated with Elgin Community College (ECC) as an in-residence-ensemble since 1978. In addition to presenting three annual public performances at the ECC Visual and Performing Arts Center's Blizzard Theatre, ECU performs numerous free community events in the Fox River Valley and is hired by organizations such as the award-winning Elgin Symphony Orchestra, Elgin Youth Symphony Orchestra and Elgin OPERA. ECU is governed by an elected 11-member Board of Directors with elected officers and a well-defined committee structure. A full-time executive director and part-time office manager direct the daily operations of the organization, while a part-time music director and accompanist lead the artistic operations.

ECU consists of 110 volunteers and eight professionally trained section leaders. Members range in age from 18-80 and come from Elgin and over 33 surrounding communities. Continued emphasis on recruiting and a stringent audition policy both ensure that ECU's artistic standards remain at a high level. Strong member commitment over the six decade history of ECU has ensured a continuity that is still evident today and includes 100% participation from choral members to our annual fund campaign.

The Elgin Choral Union plays a vital role in the Fox Valley Region's cultural and musical history performing major choral works of diverse styles and sizes. ECU has distinguished itself through its ambitious, diverse programming and by commissioning and performing several world premieres. Most recently it commissioned and performed the world premiere of Robert Hanson's *Hiawatha*, commissioned for ECU's 2006-2007 60th Anniversary Season.

About the staff:

Jennifer Bolino – Executive Director

After an extensive search, Ms. Bolino was appointed as the Executive Director for the Elgin Choral Union in July 2008. She brings almost 25 years of not-for-profit performing arts marketing, communications and management experience to the organization. Bolino holds a Bachelor of Arts in English Creative Writing and a minor in dance from the University of Iowa. She began her career in arts management as a founding staff member of the highly acclaimed Chicago Sinfonietta where she worked for and with the legendary subscription sales expert Danny Newman. After several years working in the marketing and public relations department of Chicago Symphony Orchestra, she was honored to be chosen to participate in the American Symphony Orchestra League's highly competitive orchestra management fellowship program. As the director of marketing and communications for Pick-Staiger Concert Hall at Northwestern University, Bolino functioned broadly as the general manager for over eight years reporting to both the executive director of Pick-Staiger Concert Hall and the dean of the school of music. During the four and a half years prior to her ECU hiring, while raising two young daughters, Bolino worked as a freelance consultant for several clients including four and a half years at the part-time general manager of The Chicago Ensemble, one year as the administrative assistant for Chicago Chamber Choir and as director of communications for Sherwood Conservatory of Music for ten months during their merger with Columbia College Chicago.

Mary Jo Guisler holds the position of Office Manager for the Choral Union. She has a Bachelors Degree in Elementary Education from Greenville College in Greenville, IL. She brings a wide range of experience to her position having worked at David C. Cook Publishing in Elgin and for the Provost and Vice President of Academic Affairs at Judson University. She also brings strong corporate management experience from SBC in Hoffman Estates. The Office Manager is a part-time position.

Andrew Lewis – Music Director and Conductor

In addition to being Music Director of the Elgin Choral Union, Maestro Lewis is the recently named Artistic Director of Bella Voce, Chicago's premiere professional chamber choir. He holds the posts of cantor (music director) at Immanuel Lutheran Church in Evanston, cover conductor for the Elgin Symphony Orchestra, and founder and Artistic Director of The Janus Ensemble. Lewis serves on the conducting faculty at the University of Illinois at Chicago. He formerly was artistic director of the Lutheran Choir of Chicago. Lewis attended Northwestern University where he studied music theory and voice. While at Northwestern he won a scholarship to observe the rehearsals of Daniel Barenboim and Asher Fisch at the Staatsoper-Unter-den-Linden, Berlin. After college he served as a church musician and as an original member of the Philharmonia Baroque Chorale of San Francisco, having sung with baroque specialists Nicholas McGegan and John Butt. He attended the Eastman School of Music to study choral and orchestral conducting with William Weinert and David Efron. Lewis studied with conductors Helmuth Rilling, Robert Shaw, Robert Spano, James Paul, Gustav Meier, Stephen Cleobury, Duain Wolfe, and Dale Warland in the United States, and Michel Tapachnik in Copenhagen, Denmark.

Jon Warfel has been appointed accompanist for the ECU. He holds a BA of Music from Northern Illinois University and received his MA of Music from there as well, graduating Magna Cum Laude. He is currently Director of Choral Activities at Waubensee Community College and Music Director/Organist at the First Congregational Church in Elgin. The accompanist is a part-time position.