



PITTSBURGH SYMPHONY ORCHESTRA

Communications Associate

Reports to: Director of Communications

Status: Non-exempt, Full-Time

Supervises: None

Job Purpose

The Communications Associate provides support to the Director of Communications by completing a variety of activities in public relations and publications.

Essential Duties and Responsibilities

- Supporting the Director of Communications with the implementation of public relations and media relations campaigns, and the publication of concert program books for the PSO.
- Assist with day-to-day publicity operations activities and administrative tasks, such as gathering publicity content, gathering, and distributing press clips and photo galleries, scheduling appearances, and populating concert and event calendars with PSO concerts.
- Proofread and copy edit publicity materials (such as press releases, speeches, newsletters, presentations, etc.) and publications (such as program books).
- Coordinate the publication schedule for program books.
- Assist with the creation of press releases, speeches, and other publicity content.
- Help organize occasional public relations events.

Preferred Education, Experience and Abilities:

- B.A. in public relations, communications, journalism, or English.
- Prior working experience (3-5 years) in public relations or publicity, preferably in the performing arts field.
- Excellent writing, proofreading, copyediting and verbal skills.
- Outstanding attention to details and commitment to high standards, including meeting deadlines.
- Understanding of non-profits and arts and culture; demonstrable interest and knowledge of classical music.
- Outstanding organizational and time management skills.
- Ability to work independently, but also as a member of a team in a large organization.
- Ability and willingness to work some irregular hours related to the concert schedule, which might include occasional evenings or weekends.

Physical Requirements:

- Ability to work on a computer for extended periods of time.
- Ability to operate related equipment, i.e., computer, copier, scanner.
- Must be able to lift up to 15 pounds at times.

Schedule/Hours: In office Tuesday - Thursday, remote Monday and Friday. In the office Friday, Saturday and Sunday as needed so some flexibility is needed. 9:00am-5:30pm

Compensation: \$36,000-42,000

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

Please email cover letter and résumé to: HR@pittsburghsymphony.org