Job: Wisconsin Singers Business Team Internship

Job Description: Business Team interns will assist in bringing music and entertainment into the lives of many across the UW-Madison campus, Wisconsin, and even the rest of the country. We value professionalism, education, accountability, family, service, and enjoyment, and are searching for interns who value the same. This position requires in-person work in Madison, WI from September 2022 through May 2023, with the opportunity for projects to be completed remotely on an as-needed basis. This internship is unpaid, however UW-Madison students have the opportunity to earn scholarships.

Responsibilities:
Business Team internship positions and responsibilities include (but are not limited to):

- **Marketing/PR:** Promote events and shows, create ad copy, conduct recruitment efforts, market research for promotion efforts
- **Graphic Design:** Design a playbill, create an album cover, edit photos, design print and digital promotional materials
- **Project Management:** Plan, budget, promote, and facilitate touring shows, manage volunteer teams, develop new projects
- **Social Media Marketing:** Create engagement strategy for Wisconsin Singers social media accounts, post regularly on Instagram, Facebook, and YouTube, promote events, create ad copy
- **Administrative/Nonprofit Management:** Manage student office, assist the Wisconsin Singers Executive Producer, organize schedules and communications, process donations and manage donor database, market research for promotion efforts

Requirements:
Business Team interns must:

- Be able to work roughly 5 hours per week
- Reside around the Madison, WI area from September, 2022 through May, 2023
- Be currently enrolled at UW-Madison or another Madison-area college or university
- Have strong communication and organizational skills
- Be strong multitaskers
- Have experience with Microsoft Office
- Have experience with Adobe Suite (Graphic Design intern requirement)
- Have experience managing business/organization social media platforms including Instagram and Facebook (Social Media Marketing requirement)
- A resume and cover letter are required to apply for this position. In your cover letter, please specify which position(s) on our Business Team interest you the most.
**Who are the Wisconsin Singers:** Featuring the top talents from the University of Wisconsin-Madison, Wisconsin Singers entertains more than 50,000 annually with stellar vocals, stunning choreography, and spectacular big band sound from the past forty years. Wisconsin Singers students come from a variety of majors across campus, all of whom have a passion for excellence, either onstage as a performer or working behind the scenes in backstage/entertainment management internships. Recognized as the very first collegiate pop music ensemble that features song, dance, and live instrumentals, Wisconsin Singers has been touring the country for over 50 years with brand new shows each year, created to engage audience members of any age.

**Looking for more information?**
- Learn more about the Wisconsin Singers Business Team: [https://www.wisconsinsingers.com/bteam](https://www.wisconsinsingers.com/bteam)
- Follow our Instagram and Facebook @wisconsinsingers
- Please email getinvolved@wisconsinsingers.com with any specific questions