



San Luis Obispo Symphony Communications Intern

Position: Part Time, Non-Exempt, August 24 – December 18 2026

Location of job: San Luis Obispo County

Reports to: Executive Director & Director of Development

Compensation: College Credit & Stipend Upon Completion of Program

The mission of the San Luis Obispo Symphony is to support an outstanding community orchestra, to foster symphonic and chamber music education and to contribute to the cultural and economic vitality of the central coast community.

This role is ideal for someone passionate about storytelling, social media trends, and engaging diverse audiences through compelling content. You will play an integral role in creating content for social media, drafting press releases, and writing newsletter articles that reflect our brand voice and support our outreach goals.

Key Responsibilities:

- **Content Creation:**
 - Develop engaging social media content including graphics, photos, videos, and written copy tailored to each platform
 - Assist in scheduling and posting content using social media management tools
 - Attend Symphony concerts, events and rehearsals to capture social media content, including photos and videos
 - Organize, plan and schedule content
- **Newsletter & Articles:**
 - Write and edit articles for our monthly newsletter, “High Notes”, ensuring content is informative, engaging, and aligned with organizational messaging
 - Support layout and formatting of newsletter in the Emma email platform
- **Press & Media:**
 - Draft clear and professional press releases to announce key events
 - Assist in updating and maintaining a media contact list
- **Research & Trends:**
 - Stay updated on industry trends and suggest new ideas for content or engagement strategies
- **Leadership Engagement**
 - As available, attend staff and/or committee meetings to learn about the communication needs of the Symphony and report on progress

Qualifications:

- Currently pursuing or recently completed a degree in Communications, Marketing, Journalism, Public Relations, or a related field
- Excellent written and verbal communication skills
- Strong understanding of major social media platforms and best practices
- Basic photo and video editing skills
- Familiarity with email marketing platforms and CMS tools is a plus
- Self-motivated, detail-oriented, and organized with the ability to manage multiple tasks
- Passion for storytelling and digital communication

Concert Attendance

The candidate will experience a backstage look at SLO Symphony rehearsals and concerts, learning about operations within performing arts organizations. While much of this role's responsibilities can be performed remotely and on a flexible schedule, certain aspects of the position will require in-person participation. Candidates should be prepared to accommodate these dates as part of fulfilling the scope of the role:

- "Pops by the Sea: Symphony Remix" on Saturday, September 5, 2026 at Avila Beach Golf Resort
- "Rites of Passage" on Sunday, October 4, 2026 at Performing Arts Center San Luis Obispo.
- "Keys of Grandeur" on Saturday, November 7, 2026 at Performing Arts Center San Luis Obispo
- (Optional) "Experience Fantasia" on December 31, 2026 at Performing Arts Center San Luis Obispo

The San Luis Obispo Symphony is an equal opportunity employer, will not discriminate, and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.

To Apply

Submit your resume and cover letter by May 29, 2026 to:

Rachel Sabalboro, Executive Director

rachel@slosymphony.org