

Florida Wind Band Spring 2018 Internship

As a non-profit organization, the Florida Wind Band largely depends on patronage, sponsorships and fundraising activities in order to remain viable. We are seeking a take-charge individual for an unpaid internship to facilitate our biggest annual fundraiser, GiveDay Tampa Bay.

This position is ideally suited for those interested in learning about non-profit arts organizations, arts administration, non-profit management careers, public relations, or marketing. Our goal is to provide hands-on experience in project management, non-profit organization administration, marketing, and public relations through mentorship and interaction with the Board of Directors.

This internship will require about 8 - 10 hours per week; the schedule is flexible, other than attendance at monthly/ quarterly meetings. Our volunteer organization does not have a dedicated office space, so an intern would be able to work remotely and meet with a mentor or Board member as required.

For more information about GiveDay, please visit:
<https://givedaytampabay.razoo.com/giving-events/tb18/home>

How to Apply

Contact Laura Cope, Florida Wind Band Board of Directors, Chairman: lauracope1@verizon.net

Duties and Responsibilities

- Availability starting February 1st, through May 1st 2018
- Spearhead planning and implementation of events to promote GiveDay TampaBay fundraiser for the Florida Wind Band
 - Attend GiveDay Tampa Bay Training Webinar (date TBA)
 - Maintain a strong presence for FWB GiveDay on social media platforms including Facebook, Instagram, Twitter
 - Develop relevant content for social media, including #hashtag campaign
 - Provide content for FWB website updates re: GiveDay
 - Develop content for email blasts to FWB mailing lists re: GiveDay
 - Reach out to past donors to encourage participation
 - Coordinate with FWB Board to hold a live event on the official GiveDay- May 1st.
 - Maintain a record of activity and report back to the Board of Directors
- Coordinate with the FWB Board of Directors' Marketing/Public Relations Committee
- Attend monthly Board meetings, either in person or via conference call (Temple Terrace area)
- Attend quarterly Marketing/Public Relations Committee meetings, either in person or via conference call (location varies)

Ideal Skill Set

- Ability to work independently
- Excellent communication skills
- Strong writing skills
- Creative thinking and problem-solving abilities
- Ability to research
- Attention to detail
- Social media savvy
- Desire to learn

About the Florida Wind Band

Recognized as one of the finest bands in the country, the Florida Wind Band provides a unique, live music experience with a repertoire that ranges from the musical heritage of the 'Golden Age' of touring concert bands to recent masterworks by contemporary composers.

Dr. John C. Carmichael, Director of Bands at the University of South Florida since 2007, founded the Florida Wind Band in 2008 in response to the growing demand for professional caliber wind music, and the strong belief that the Tampa Bay area is in the unique position to support such an ensemble with the high number of professional musicians in the area. Out of Dr. Carmichael's vision grew the premiere professional wind band in Tampa Bay.

As a 501c3 nonprofit organization, the Band's mission is to provide an exceptional live music experience to music lovers of all ages, to enhance the education programs of public school bands, and to provide a professional caliber performance opportunity for the many talented musicians in the Tampa area who continue to perform. The Band's programming goal is to make the public increasingly aware of the great music that has been written, both past and present, for the wind band, to maintain the highest possible performance levels, and to provide engaging entertainment through the presentation of high quality music and arrangements.

The mission of the FWB Board of Directors is to directly support the mission of the Florida Wind Band through governance by ensuring effective long-range planning, providing sound financial management, and by serving as advocates in the community and beyond.