



DOING THE
MOST GOOD®

The Salvation Army Austin Area Command

Position: Red Kettle Musician Coordinator-Intern
Stipend: Unpaid
Dates of Position: August 2016 – December/January 2016
Time Commitment: Minimum 15 hours/week
Supervisor: Development Associate

Job Purpose:

Support the Development team effort to bring music to the Red Kettle Season.

Duties:

- Assist in communicating with musicians, or their managers, on performance information
- Develop content of performances for social media, newsletters, etc.
- Capture performances through photo and video
- Interview performers on why they support The Salvation Army
- Assist in keeping performance schedule current
- Actively communicate with musicians, performance locations & media manager
- Additional duties as assigned to assist the Development Department

Skills:

- Thorough computer aptitude and knowledge
- Experience with Microsoft Word, Excel, Power Point
- Experience with various social media outlets (Twitter, Facebook, Instagram, etc.)
- Be able to identify how you can add value to evolving situations
- Ambitious and willing to work hard and stay on task
- Excel whether working individually or in teams
- Take responsibility for assignments and meets deadlines
- Creative and innovative thinker
- Developed organizational skills
- Ability to manage multiple tasks at one time
- Willingness and desire to learn new skills and take on new challenges
- Ability to present a positive and professional image of The Salvation Army.

Please submit your cover letter and resume as one PDF document to:

Lauryn Ott at AustinDevelopment@uss.salvationarmy.org