



Elaine Rinaldi, Founder and Artistic Director
PO Box 7598
Miami, FL 33255-7598

The position of Public Relations Assistant is a project-based, part time position. The qualified candidate will have the ability to be organized and self-motivated, possess excellent communication skills, and has knowledge of basic computer skills (Word, Excel, Outlook); must have access to a phone line and internet connection and must have a mode of transportation for site visits and meetings. The Public Relations Assistant works closely with Orchestra Miami's PR Representative (Eloise Rodriguez, Bristol PR?) and Artistic Director of Orchestra Miami, Elaine Rinaldi. Duties include, but may not be limited to, the following:

- Oversee OM's Guerilla Marketing Campaigns, i.e. postcard distribution after opera performances and other chosen events
- Maintains responsibility for hiring hourly help for said Guerilla Marketing efforts (Craigs List Help)
- Identifies locations and creates a database of places to put posters/postcards
- Assists with OM's bulk mail efforts; i.e. working with volunteers, delivering mail to bulk mail facility
- Oversees group marketing efforts; i.e. contacts groups (churches, clubs, etc) to make them aware of Porgy & Bess production, and facilitates the purchase of blocks of tickets.
- Assumes responsibility for the purchase and delivery of tickets to groups
- Maintains database of group sales
- Assists in the creation of the Constant Contact eblasts

Interested applicants should send a letter of inquiry and resume to Artistic Director Elaine Rinaldi, erinaldi@orchestramiami.org.

Orchestra Miami is an equal opportunity employer.

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