

The Woodruff Arts Center Marketing Intern

Department: The Woodruff Art Center - Marketing
Reports to: Manager, Marketing
Status: Unpaid Internship

POSITION SUMMARY:

Provide support to the Marketing & Communications team as it pertains to administration, data entry and events. The Intern will work across various social media platforms to promote and market the organization, brand and programs, including performances, activities across The Woodruff Arts Center and community partnerships.

WORK SCHEDULE:

- This is Unpaid Internship with a minimum of 20 hours per week, 3 to 5 days per week.

OPPORTUNITIES FOR GROWTH AND DEVELOPMENT include the following:

- Support Google AdWords
- Assist with Social Media engagement and scheduling
- Photography to promote the art center and/or activities
- Prepare materials for internal and external meetings
- Participate in Marketing meetings

QUALIFICATIONS:

To perform this internship successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- In-College Internship
- Microsoft office experience required
- Graphic Design experience
- Spanish speaking preferred

Skills and Abilities:

- Detail-oriented and organized
- Able to maintain a professional demeanor
- Possess strong Microsoft Word, Excel, and PowerPoint skills
- Have a positive attitude and be devoted to teamwork

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 10 pounds) is needed.
- The noise level in the work environment is usually moderate.

Please send resume and cover letter to internships@woodruffcenter.org with the **Marketing Intern** in subject line.