



Grand Rapids Civic Theatre - Marketing Internship 2016/2017 season

The Grand Rapids Civic Theatre's mission: We are committed to enhance the cultural life of West Michigan by creating opportunities for people to enjoy live theatre performances using community artists, and to provide access to a comprehensive theatre arts education program for all ages.

Responsibilities/ Tasks include:

- Manage, support and/or assist with a range of events
- Assist in the research and cultivation of new sponsorship opportunities
- Provide support on development & community relations projects: including membership mailing, quarterly newsletters, and show promotion to member/donors
- Monitor show attendances counts
- Write Press Releases
- Update community calendars for current and upcoming season
- Research play selections for promotional content
- Take meeting minutes
- Perform other duties as assigned

Knowledge and skill requirements:

- Strong written and oral communication skills
- Computer skills—Microsoft Office a plus
- Problem-solving, organization and time management skills
- Strong attention to detail
- Willingness to take initiative
- Ability to work in a collaborative setting as well as independently
- Ability to adapt and be flexible
- Knowledge of performances and classes available through GRCT
- Previous event planning and marketing experience preferred

Hours:

Approximately 15-24 hours a week (or what is needed to fulfill requirements for college credit.) Position will include some evening and weekend activities.

Compensation:

This is an unpaid position; internship must be completed for college credit. Internship includes season tickets for the Grand Rapids Civic Theatre's 2016-2017 season.

Apply:

To apply for this position, please send cover letter & resume to nbrozek@grct.org by May 27.