



## GRAND RAPIDS CIVIC THEATRE

### **Grand Rapids Civic Theatre – Media/Journalism 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:**

- Write press releases and other materials
- Create interview preparation materials
- Compile contact lists
- Create or update databases
- Attend/conduct interviews
- Assist with editorial projects and provide support for articles being published
- Proofread both electronic files, basic copy editing, and writing
- Assist with Social Media marketing and promotions
- Work on special projects, meetings, and promotional events, as needed
- Assist in fact checking
- Perform other duties as assigned

#### **Knowledge and skill requirements:**

- 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
- Strong organizational and communication skills with keen problem solving skills
- Knowledge of MS Office applications & Adobe
- Experience/interest in web maintenance
- Familiarity with photo and video editing, a plus
- Knowledge of performances and classes available through GRCT
- Working towards a Bachelor's degree in journalism, public relations, English, business communications, or communication arts

#### **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](mailto:nbrozek@grct.org) by May 27.