



Marketing Internship

Grand Rapids Civic Theatre is committed to enhancing the cultural life of West Michigan by creating opportunities for people to enjoy live theatre performance using community artists, and to provide access to a comprehensive theatre arts education program for all ages.

Responsibilities/Tasks include:

- Support marketing efforts, including but not limited to writing press releases, updating community calendars, assisting with social media campaigns, interviews, and more
- Assist with database and contact management systems
- Provide support on development and marketing projects, including but not limited to membership mailings, newsletters, e-blasts, blogs and season promotions
- Perform other duties as assigned

Knowledge and skill requirements:

- Strong written and oral communication skills
- Computer skills, including Microsoft Office
- Problem-solving, organization and time management skills
- Strong attention to details
- Ability to work in a collaborative setting as well as independently
- Ability to adapt and be flexible
- Previous event planning and marketing experience preferred

Hours & Compensation:

Internship will run on a semester basis, with hours needed to fulfill requirements for college credit. Position may include some evening and weekend activities on occasional basis. This is an unpaid position; internship must be completed for college credit.

Apply:

To apply for this position, please send cover letter, resume and 2 writing samples to a.hubbard@grct.org. Send cover letters by 4/1/2017 for Summer Semester with dates of availability.