



### **Marketing and Development 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. Interns will have a wide array of exposure to marketing and development tasks and see how Civic raises support through ticket sales, donations, sponsorships, community support and events.

#### **Responsibilities/Tasks include:**

- Support marketing efforts, including but not limited to writing press releases, updating community calendars, social media, interviews, blogs, membership mailings, and more
- Assist with database and contact management systems
- Support Civic Theatre events as needed, including event logistics, marketing, strategies, activities and follow-up communications
- 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 detail
- Ability to work in a collaborative setting as well as independently
- 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 two writing samples to [a.hubbard@grct.org](mailto:a.hubbard@grct.org). Send cover letters by 12/14/2017 for Winter Semester with dates of availability.