

Artpark Marketing & Communications Intern
Part-time, seasonal (May-September)
20 hours/week, \$12/hour

Good opportunity for a college student interested in gaining more knowledge and experience in arts and event marketing.

Primary Responsibilities:

Assist with:

- Composing, scheduling, and posting content on social media pages
- Responding to patron inquiries via social media, email, and review sites
- Creating and manage Facebook events
- Creating and scheduling e-blast campaigns
- On or off-site promotions
- Web content management
- Drafting press releases
- Development of digital image database
- Post/distribute Artpark collateral throughout the community
- Submit event listings to online sources, media sites
- Archive news articles: print and online
- Email list maintenance
- Perform other related duties as assigned

Skills and attributes preferred:

- Excellent written and verbal communication, strong editing and proofreading skills
- Knowledge of Word, Excel and Google Suite
- Photoshop or other graphic design software, etc. is preferred
- Knowledge of social media – Facebook, Twitter, YouTube, Spotify, blogs, etc.
- Outgoing personality
- Ability to multi-task and work in fast paced environment
- Flexible hours, may be asked to work evening and weekend events

Please send resume to artpark@artpark.net