



Glendale Arts Job Description

Job Title: Marketing & Events Intern

Department: Marketing & Events

Reports To: Director of Marketing & Events

Salary: \$5,700 for the 10-week internship (\$14.25/hr or \$570/week)
for June 1st - August 25th 2019

1. Position Description:

The Marketing & Events Intern will be involved in various facets of the Alex Theatre Marketing & Events Department's activities. He or she will work directly on the 1,400-seat historic venue's 2018-19 season programming in both administrative and marketing capacities (contracts, social media campaigns, copywriting, and more), in addition to providing general departmental support, such as data entry and research.

2. Student Eligibility:

Internship positions are open to currently enrolled undergraduate college students who:

- Are currently enrolled as undergraduates, including students enrolled in associate's degree (community college) programs.
- Reside or attend college in Los Angeles County.
- Have completed at least one semester of college by June 1, 2018 or will complete their undergraduate degree between May 1- September 1, 2018.
- Are able to legally work within the United States.

The following students are *not* eligible:

- Students who have already earned a BA, BS or a higher degree.
- Students who have previously participated in the Los Angeles County Arts Internship Program.

Candidates can be sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts. All college students regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to participate in the Los Angeles County Arts Internship Program. The Arts Commission will verify the eligibility of each student invited to participate. Students will be asked to provide documents such as college transcripts, student ID and/or driver's license, if available, to verify undergraduate enrollment or recent graduation and LA County residence.

3. Duties and Responsibilities:

Primarily will work in the Alex Theatre Marketing & Events Department in support of the day-to-day management of event bookings and marketing the 2018-19 performance season, along with the Theatre's 93rd birthday year. The intern will also work on the Alex Theatre's new website planned for Summer 2018.

4. Additional Duties & Activities:

In an administrative capacity, the intern will enter information into the organization's database; generate event contracts; and organize and maintain event files. On the marketing front, the intern will assist with routine functions, such as updates to the Theatre's website, app, and social media accounts; coordinating and writing blog posts; and the implementation of the department's comprehensive marketing plan.

5. Skills, Knowledge, and Other Requirements:

Must have strong writing and communication skills and mindful attention to detail. The intern must also be familiar and comfortable with Microsoft Word and Excel, Internet research, and social media platforms, including, but not limited to, Facebook, Twitter, and Instagram. Experience with managing and/or contributing to a page for a brand, project or other applicable entity (including a personal brand or project) is a plus, but not a requirement. Familiarity and experience with FileMaker, WordPress, Constant Contact, and the Adobe Creative Suite are also preferred, but not required.

6. Workplace Description:

The intern's workspace will be a desk in the Glendale Arts Administrative Office. The intern will also occasionally attend meetings and events at the Alex Theatre, as well as in and around the local community. A laptop will be provided as the primary tool that the intern will use on a daily basis, along with a personalized email address. The computer will be loaded with all the programs and information that are necessary to accomplish the assigned work.

7. How to Apply:

To apply, please email your resume and cover letter to Maria Sahakian at intern@glendalearts.org and indicate that you are applying for the Marketing & Events Intern position. Due to the number of inquiries we receive, you will only be contacted in the event that you have been selected for an interview. No phone calls please.