

**Non-profit Arts Marketing Internship (w/ stipend)**

**Description:**

The Arts-Marketing Internship is a part-time, unpaid position reporting to the Director of Marketing and Communications, and supporting the Marketing team in executing marketing strategies and programs to meet and/or exceed sales goals and promote and enhance the profile of The Wallis in the Beverly Hills and Los Angeles communities. The Arts-Marketing Intern's role will consist of administrative responsibilities as well as management of projects as assigned. The role will also have responsibilities and duties that crossover between marketing, public relations, promotions, social/digital media and events.

The Arts-Marketing intern will make/field phone calls on behalf of the Marketing Department, schedule meetings, attend meetings, and generate notes. Additional duties include but are not limited to: attending marketing brainstorming sessions, performing database updates, updating event/calendar listings online, processing invoices, updating website content, assisting in drafting and deploying pre/post performance e-mails, posting strategically on social media, and researching. The ideal candidate will want to be an active participant in the Marketing Department and will bring passion and ideas.

The Arts-Marketing Intern will work a flexible schedule of 10-15 hours per week, during the standard work week (M-F) with a small stipend, and will have the opportunity to attend Opening Night and Press/Marketing events. In addition to a stipend, complimentary show tickets will be provided for select shows at The Wallis.

The Arts-Marketing Intern can expect to gain valuable applied experience and industry knowledge. Mentoring, support, and feedback will be provided routinely throughout the learning experience.

**Qualifications:**

Strong affinity for and knowledge of the performing arts is desirable

Arts Marketing Majors (or related fields) preferred

Strong writing skills

Strong Organizational skills

Knowledge of social media platforms

Must be a self-starter and able to handle multiple tasks concurrently

Ability to take direction well and work under pressure in a fast-paced, energetic and creative work environment

Energetic, out-going personality and capable of projecting a positive image of The Wallis to the public

Familiarity with the Microsoft Office Suite

\*\*\*Academic Credit is required\*\*\*

If you are interested in applying, please send your resume to: [egamino@thewallis.org](mailto:egamino@thewallis.org)