

**Mission:**

The Kauffman Center for the Performing Arts' vision is to enrich the lives of communities throughout the region, country and world by offering extraordinary and diverse performing arts experiences.

**Marketing Intern:**

The Kauffman Center for the Performing Arts is seeking an enthusiastic individual who is looking for hands-on marketing experience in a fast-moving environment during the **summer of 2022 (mid-May to mid-August is preferred)**. The ideal candidate should be comfortable with copy writing, proofreading, graphic design and multimedia production. Note: dates may be flexible to accommodate school schedules and a portion of this internship may be done remotely. All candidates should indicate availability in cover letter.

**The right candidate:**

- Can commit to a minimum of 15 hours per week during the course of the internship with some flexibility for select evening events and other activities;
- Is flexible, dependable, detail-oriented and self-starting;
- Has strong written and verbal communication skills with confidence in proofreading abilities;
- Has previous experience with graphic design and multimedia production (photo and video);
- Has experience with data entry, PowerPoint, Excel, Word, email and social media platforms.

**Preference may be given to candidates who meet one or more of the following criteria:**

- Is enrolled in or has very recently completed a college degree in Marketing, Communications or Journalism, Arts Administration, Photography or Videography, Graphic Design;
- Has previous work experience in the fields of Marketing, Public Relations, Digital Media, Community Outreach or similar;
- Has experience with graphic design and multimedia production (photo and video);
- Has experience producing mass email communications using software such as WordFly, Constant Contact, Mailchimp or similar;
- Has experience building content on multiple social media platforms such as Facebook, Twitter, and Instagram;
- Has experience writing articles, press releases or other marketing content;
- Has experience editing WordPress websites or blogs;
- Has experience with marketing or arts administration;
- Has previous CRM database experience (Ex. Tessitura);

**Responsibilities:**

- Assist with program marketing, communications and PR efforts for any upcoming *Kauffman Center Presents* performance and the Kauffman Center's annual Future Stages Festival to be held on June 12, 2022;
- Assist with multiple projects related to virtual Future Stages Festival, including grassroots marketing coordination, highlighting community partners on social media, photo/video highlights and promotion, etc.
- Assist with general social media monitoring/communication strategies;
- Assist with writing and scheduling social media content;
- Manage ongoing marketing research projects;
- Communicate via email to answer questions from patrons and community members;
- Coordinate grassroots marketing efforts for Open Doors programs;
- Maintain and contribute to photo and video archive;

- Compile press clippings and archive existing materials;
- Communicate media hits and upcoming events via organizational intranet tool;
- Implement website blog updates and edits;
- Create email marketing templates, deploy email performance reminders and maintain subscriber lists;
- Assist with fulfillment of marketing promotions as part of our venue menu of services;
- Create performance surveys and cultivate data;
- Prepare informational press kits and greet members of the press at select evening events;
- Assist with writing press releases and other promotional copy for upcoming events;
- Manage and update online calendar listings;
- Cultivate marketing outreach opportunities;
- Build and manage marketing database;
- Filing, data entry and other administrative duties as assigned.

**Although some portions of the internship may be done remotely, the intern should be a local student who is available to work on-site at the Kauffman Center when required. The Kauffman Center has many COVID-19 safety precautions required when on-site. The precautions will be discussed further during the interview process. Flexibility for select evening and weekend events is expected (ex: Future Stages Festival on Sunday, June 12, 2022).**

**Proof of full vaccination is required.**

**Compensation:**

This is an unpaid internship, but staff is happy to help arrange for course credit.

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

**Application process:**

Please email a **1-page résumé and 1-page cover letter** to: Sarah Milosevich at [smilosevich@kauffmancenter.org](mailto:smilosevich@kauffmancenter.org) by **Monday, April 4, 2022**. No phone calls, please. Additional materials, including writing, photography or video samples, are welcome but not required. All application items must be submitted as a complete package. In your cover letter, be sure to include why you want the position, relevant experience, computer skills and at least one professional reference. References will be checked, and interviews will be conducted.