Summer Marketing Intern
Job Description

**Organization Name**
Society for the Performing Arts (SPA)

**Location**
Jesse H. Jones Hall for the Performing Arts
615 Louisiana Street, Ste. 100
Houston, TX 77002

**Website**
www.spahouston.org

**Mission**
Society for the Performing Arts (SPA) presents significant artists in performances and education engagements that expand and enrich Houston’s cultural landscape.

**Internship Overview**
This internship offers hands-on experience with arts administration functions as experienced within a presenting organization. In a structured setting, the intern will gain familiarity the performing arts industry and nonprofit arts management. Related to Marketing, the intern will gain first-hand experience with creating marketing plans, branding, website and social media management. Skills learned in this internship will map onto the responsibilities and expectations of nonprofit administration and marketing roles. Additionally, interns will participate in cohort activities designed to introduce a broad range of career opportunities within the arts non-profit field.

**Key Relationships**
The summer production intern will report directly to the Director of Marketing. The intern can expect to interact with other key team members across departments, including (but not limited to) education, marketing, public relations, and development staff, as well as volunteers and other interns.

**Dates, Hours & Expectations**
This position is an 8-week, part-time internship beginning on June 1, 2020. The intern is expected to work approximately 20-30 hours per week, Monday through Friday, with an agreed upon flexible schedule. Intern should have a reliable form of transportation, as some local travel may be expected.

**Compensation**
This internship is unpaid. Complimentary parking will be provided, and business-related expenses will be reimbursed.
**Primary Responsibilities**
The intern’s responsibilities will include (but are not limited to) the following:

- Assist with Marketing material preparation for the 20/21 season, including creative assets and website content
- Manage promotional opportunities for upcoming performances, including The SpongeBob Musical
- Assist with creating social media content, including copy and creative
- Collaboratively write and edit materials, including press releases
- Assist with Marketing needs at performances
- Other duties as assigned

**Qualifications and Requirements**
The ideal intern will have an interest in the arts or arts administration and be pursuing a major or minor in a related field. Additionally, they would possess strong writing ability, technology skills (including Microsoft Office programs social media platforms) and be organized and detail oriented.

**How to Apply**
Applicants should email a cover letter and resume to education@spahouston.org. Please write “Summer Marketing Intern” in the subject line. No phone calls. Please state if you are applying to more than one internship in the application email.

Society for the Performing Arts is an Equal Opportunity Employer and all are encouraged to apply. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability, or marital status.