

Marketing Intern at [Pennsylvania Shakespeare Festival](#)



Desired Skills and Experience:

- Minimum two years of experience or training in arts administration, marketing, graphic design, or related field
- Excellent communication skills, both written and verbal
- Demonstrated ability to multitask
- Acute attention to detail
- Sense of humor
- Ability to communicate and collaborate with staff members & artists
- Previous experience in Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Must be proficient in Microsoft Office and PowerPoint
- Previous knowledge/experience with social media platforms (Facebook, Instagram, Twitter)
- Interest in performing arts a plus
- Photography and/or videography skills a plus but not required

Internship Responsibilities:

- Create and manage social media content
- Provide administrative support in proofreading, market research, data reporting, etc.
- Create and assemble press kits
- Offer design support & collaboration using Adobe Creative Suite
- Create e-blasts in email platform EMMA
- Assist planning/hosting special events and openings
- Conduct research for press releases, audience expansion and special projects
- Maintain archival reviews and press coverage

Benefits include:

- Stipend: \$300/week
- College credit as available through your academic institution
- Educational and career-coaching opportunities
- Complimentary tickets to PSF performances
- Invitations to company-wide events with actors, designers, and other artists
- Housing will be provided to you

Application Process: To be considered please send a PDF of the following materials to Tina Slak, Director of Marketing & Public Relations at tina.slak@pashakespeare.org no later than March 1, 2022

- A cover letter stating your interest in this position
- A current resume
- 2-4 design, photography, and/or video samples of your work, or link to your online portfolio