

Greater Columbus Arts Council Marketing, Communications & Events Intern

Position Description

Assist the marketing communications & events team by organizing marketing and press materials for agency programs, research, newsletter development, digital marketing, events and general marketing office administrative needs.

Assist in managing social media channels including Facebook, Twitter, Instagram, and Tumblr. Assist in the development and execution of a variety of events including the Columbus Arts Festival, Columbus Open Studio & Stage and the Community Arts Partnership awards.

The marketing, communications & events office is willing to adapt this description to assist the intern in developing other needed skills and experiences.

Qualifications

Must have:

- Computer proficiency with Windows, Microsoft Office and related applications
- Strong communication and organizational skills
- Skilled in writing journalistic style stories and press releases
- Familiarity with social media platforms

A +:

- Creative writing skills
- Digital camera/photography skills
- Familiarity with Adobe Creative Suite
- Basic knowledge of and interest in the arts.
- Creativity and initiative are encouraged.

Benefits to Intern

The Greater Columbus Arts Council is recognized as a national leader among local arts councils. The intern will be exposed to a variety of progressive, innovative programs and leaders in the fields of arts marketing, administration, and development. This position offers some opportunities to attend networking events and meet other arts marketing professionals in Columbus. We will encourage development of organization and communication skills.

Internship starts the week March 4 and intern must be able to commit to a minimum of 15 weeks and be available to work the weekend of the Columbus Arts Festival (June 7-9, 2019).

The internship pays a \$1,500 stipend to in two installments. (This is a longer internship commitment than other GCAC internships and therefore the compensation is higher).

Schedule

Ten-15 hours per week. Flexible scheduling available between the hours of 9–5 p.m. Monday-Friday. **available to work the weekend of the Columbus Arts Festival (June 7-9, 2019).** College credit available based on your university's requirements.

To Apply: Submit a cover letter, resume, and writing samples to jobs@gcac.org by Jan. 22, 2019.

Commitment to Diversity & Inclusion:

Based on national data, the Greater Columbus Arts Council recognizes that opportunities for internships and employment for people of color are lacking in the arts community. While all applicants will be considered, preference will be given to applicants of color. This is one small step in helping to feed the pipeline of future arts administrators and artists to reflect and serve our diverse community.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview.

About GCAC

Through vision and leadership, advocacy and collaboration, the Greater Columbus Arts Council supports arts and advances the culture of the region. A catalyst for excellence and innovation, we fund exemplary artists and arts organizations and provide programs, events and services of public value that educate and engage all audiences in our community. The Greater Columbus Arts Council (GCAC), a not-for-profit organization, encourages and supports cultural development in the Greater Columbus area. In this capacity, GCAC provides technical services to artists and arts organizations, acts as the community's voice on arts advocacy issues, and serves as the official agency for the City of Columbus grants for the arts. GCAC also produces the Columbus Arts Festival. EOE/M/F/D/V/SO