



Marketing Communications Internship Description

Title:	Marketing Communications Intern
Reports to:	Marketing Director
Department:	Marketing
Status:	Part-time (10-15 hours per week)

Summary

Do you enjoy jazz and wish to expand your experience in marketing communications? **Jazz Arts Charlotte®** is searching for a talented marketing copywriter that will play an integral part in developing our message and engage our audiences through email, online, and PR. The successful candidate will get the opportunity to promote and attend all JazzArts Charlotte events. They will also be responsible for research and interviews to create additional content, participating in outreach and promotion, and conducting analysis.

At 10-15 hours a week, this position is a learning opportunity for a college student to engage in hands-on experience executing effective, branded messaging. The qualified intern will need strong writing skills and will be expected to manage a variety of defined tasks, and complete deliverables on time as requested. This internship is unpaid.

This is a great opportunity for someone who enjoys variety in the day-to-day routine and is looking to gain experience in a fast-paced environment. An internship with JazzArts Charlotte® is designed to provide quality, real world experience through participating in all avenues of nonprofit administration.

To apply, please send resume, writing samples, and a list of social media accounts to Joe Riggi at info@thejazzarts.org.

Responsibilities may include:

- Work with Marketing Director to create and implement marketing materials, both printed and electronic
- Manage multiple communication projects simultaneously, including researching topics and planning and conducting interviews
- Plan and write email content, monthly e-newsletter, press releases, and other forms of communication as needed
- Monitor email and website analytics to track progress toward goals and identify new opportunities
- Develop compelling content ideas to further engage and excite audiences
- Copyedit, proofread, and revise communications to ensure error-free execution
- As a team player, all marketing team members support a variety of other marketing related tasks as needed

Requirements

- College level courses in marketing, communications or related discipline. Major in Marketing, Business, Communications, Arts Administration preferred
- Excellent communication skills. Ability to absorb and apply constructive feedback
- Solid creative writing skills
- Excellent organizational skills and an eye for detail
- Ability to balance, multi-task and prioritize requests and still meet deadlines
- Proficient in Microsoft Applications. Basic knowledge of Photoshop, Canva, InDesign or some creative layout software
- Available to work 10-15 hours a week, work from home flexibility