

### **POSITION DESCRIPTION**

The Marketing & Public Relations Intern will provide support in the Marketing Department, gaining professional work experience in the marketing field with a professional theater company. The intern will assist in content creation, social media, public relations, playbill production, and implementing other marketing strategies. The intern will work closely with other members of the marketing team, as well as other artistic, programming, and administrative staff, and reports to the Marketing & Public Relations Director.

### **DUTIES AND RESPONSIBILITIES**

- Generating content in support of First Stage's digital campaigns, including blog, video, social media, and other user-generated content.
- Drafting press releases, media alerts and fact sheets, and assist with media opportunities as needed.
- Monitor First Stage's social media accounts, sharing content and engaging with social media audiences.
- Assist in playbill publications, including gathering artists' biographies, document editing, and proofing.
- Provide support to marketing campaigns as needed, including sales tracking, reporting, data entry, or copywriting.
- Other duties as assigned.

### **QUALIFICATIONS**

- A self-starter that is equally comfortable working independently and with a team.
- Strong written and verbal communication skills.
- Experience using Microsoft Office (Word, Excel, Outlook) and social media platforms is strongly recommended; knowledge in photo and video software is helpful.
- An interest in youth-serving non-profits and the performing arts.
- This internship is best suited for the student pursuing a degree in marketing, communications, public relations, arts administration or non-profit management.

Working hours are to be mutual determined by the intern and the immediate supervisor. This is an unpaid internship, although college credit may be applicable.

### **TO APPLY**

Send resume, cover letter expressing interest and goals for your intern experience, and a writing sample to Jennifer Hubbartt at [jhubbartt@firststage.org](mailto:jhubbartt@firststage.org). No phone calls, please.

### **ABOUT FIRST STAGE**

One of the nation's leading theaters for young audiences and families, First Stage transforms lives by creating professional theater experiences that inspire, enlighten and entertain, drawing annual audiences of over 135,000 with more than 300 performances each year. Its Theater Academy, the nation's largest high-impact theater training program for young people, fosters life skills through stage skills to 1,500 young artists annually. Through its innovative Theater in Education programs, First Stage is Wisconsin's leader in arts-integrated education in schools, serving 20,000 students in classrooms throughout southeastern Wisconsin each year.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

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