

SUMMER OF THE ARTS
POSITION DESCRIPTION: COMMUNICATIONS INTERN
HYBRID INTERNSHIP: REMOTE AND IN-OFFICE

Position Summary: The Communications Intern will work with the Volunteer & Community Relations Manager to develop and write all content for newsletters, update the website, and add events to external calendars to reach a wide audience. At the end of the season, assist with Annual Report preparation. We want an individual that will creatively engage with our organization and promote Summer of the Arts and its festivals to community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the local community.

Hours: This internship is 10 hours per week, with more hours during festival weekends. Internships run February through August. Must be available the weekends of June 4-6 and July 2-4. The internship will be a hybrid model, beginning as a remote internship in February-April, with an in-person commitment of 1 shift per week. This will, of course, depend on future COVID-19 activity.

Compensation: This is an unpaid internship; we highly encourage students to take the internship for academic credit. There will be a *Getting to Know Nonprofits* workshop series and networking opportunities offered throughout the internship.

Essential Duties and Responsibilities

Newsletters and Content Development

- Work with Volunteer & Community Relations Manager to create schedule for Constant Contact newsletters and develop content for each newsletter, including spotlight articles on performers, artists, sponsors, etc.
- Write promotional pieces which can be used in a variety of places -- website, social media, newsletters, etc.
- Work with Executive Director to draft news releases for events
- Assemble information and write copy for Annual Report
- Work with the Social Media Marketing and Marketing Analytics interns to improve marketing content
- Assist Marketing Analytics Intern with website management: add events and performer and artist information

Online Merchandise Store Creation

- Assist Volunteer & Community Relations Manager with creation of an online store in Square

External Calendars

- Add Summer of the Arts events to external calendars, including TravellOWA, Think Iowa City, Iowa City Cultural Corridor Alliance, Iowa City Downtown District, and Iowa City Area Business Partnership

Knowledge, Skills and Qualifications

- Motivated self-starter with good time management and organizational skills; strong on follow-through
- Excellent verbal and written communication skills; an effective listener and team player
- Strong degree of integrity and high ethical approach to all aspects of assigned responsibilities
- Knowledge of standard software including Microsoft Office suite
- Demonstrated experience working with volunteers preferred
- Knowledge of Word Press and Constant Contact beneficial

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Problem-solve in the moment / think on your feet in the office and at festivals
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Andrea Truitt, Volunteer & Community Relations Manager

Email cover letter, resume, and portfolio (if applicable) to:

Lisa Barnes: lisa@summeroftheARTS.org

Andrea Truitt: andrea@summeroftheARTS.org