

NORTHLIGHT THEATRE

Northlight Marketing Intern

Job Title: Marketing Intern

Dates: Summer 2020: June 1, 2020 - August 28, 2020

Pay: \$150 stipend

Deadline to apply: March 13, 2020

Overall Description: Working under the supervision of the Director of Marketing & Communications, support Northlight Theatre's Marketing Department in all phases of day-to-day operation, from general office and data management duties to creative planning, and social media content development.

Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- Opportunities for Q & A and networking with selected professionals in related fields such as Public Relations and Graphic Design.
- Career development workshops such as resume building, interviewing skills, etc., and mentorship in pursuing theatre as a career
- Discounts and complimentary tickets to professional productions in Chicago, and invitations to intern networking events hosted by the League of Chicago Theatres.

Responsibilities include but are not limited to:

- 12-15 hours weekly; days/times flexible
- Assist Marketing Team in identifying cross-promotional and group sales opportunities.
- Record, track and analyze e-blast and social media statistics.
- Contribute content to the organization's online presence.
- Proofreading and editing materials such as brochures, postcards, e-blasts, and subscriber communications.
- Assist Marketing Team in entering survey data and analyzing results.
- Participate in staff and departmental meetings.
- Support Northlight Staff at special events.
- Assist with select general administrative duties, e.g. departmental mailings, photocopying program inserts and updating mailing spreadsheets and files

Skills & Requirements:

- The ideal candidate will be seeking a hands-on opportunity to learn about all aspects of marketing for theatre, and will be organized, self-directed and outgoing, with an interest in both the art and the business of theatre. Must have familiarity with Microsoft Office Suite, with specific experience working with Microsoft Excel. Familiarity with website design and Adobe Creative Suite is a plus.

To Apply:

Visit Northlight Theatre's website at www.northlight.org/internship to fill out the application.
Thank you!