

# NORTHLIGHT THEATRE

## Northlight Marketing Intern

**Job Title:** Marketing Intern

**Dates:** Spring 2018: January-May

**Pay:** Northlight internships are unpaid. We provide hands-on experience and one-on-one connection to Northlight Theatre.

**Deadline to Apply:** November 12, 2018

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**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, Patron Engagement and Outreach.

### Experience Includes:

- Opportunities to interface with Northlight Theatre staff in all departments, including Artistic Director B.J. Jones and Executive Director Tim Evans.
- Observe professional photo and video shoots (*fall and spring only*).
- Opportunities for Q & A and networking with selected professionals in related fields such as Public Relations and Graphic Design.
- Discounts and complimentary tickets to professional productions in Chicago, and invitations to intern networking events hosted by the League of Chicago Theatres.
- Attend Northlight Opening Nights (*Fall and Spring only*)

### Responsibilities include but are not limited to:

- 12-15 hours weekly; days/times flexible
- Assist Marketing Team in targeting 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.
- Maintain advertising and press files.
- 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](http://www.northlight.org/internship) to fill out the application.

Thank you!