

Special Events Internship at Glendale Arts

Overview

Glendale Arts is seeking a summer intern to assist with the planning and implementation of the Alex Theatre's 95th Birthday. The event is a combination of live-streamed and pre-recorded content.

The Special Events Intern will participate in a variety of core functions of event execution, including but not limited to: learning what it takes to produce a large-scale event, being present and working the event, learning about the post-production process, as well as assisting with event planning, marketing, and promotion.

Position Description

The Special Events Intern will work with our team to plan, promote and execute the Alex Theatre's 95 Birthday event. You will draft marketing and social media content and calendars, oversee and ensure the delivery of materials, research new advertising/marketing opportunities, assist with event planning and logistics, and build relationships with businesses, artists, vendors, and more.

There are three main job functions associated with producing the Alex Theatre's 95th Birthday:

Marketing

- Work with in-house team in requesting, creating, editing and monitoring production of marketing collateral.
- Draft creative and relevant copy for promotional use in social media and advertising.
- Research potential markets and channels for promoting the event.

Event Production

- Assist with event planning and logistics.
- Draft clear event communications.
- Onsite assistance for the run of the show (September 5, 2020).

Administration

- Update all documents and email appropriate stakeholders regularly.
- Maintain and update event contact lists and event calendar.
- Assist with archiving and saving documentation.

Internship Goals

The goal of this internship is to help propel the intern into working in the non-profit events management sector. By the end of the ten-week internship, he or she will gain hands-on experience in the field of non-profit event marketing and event production and be trained on the best practices of this sector. These are skills that the intern can take to any future place of employment.

Desired Skills/Knowledge

- Proficiency in Google Drive, Microsoft Office, particularly Excel and Word.
- Proficiency of the Adobe Creative Suite (Photoshop, InDesign, Illustrator) a plus.
- Must be detail-oriented and organized and have excellent verbal and written communication skills.
- Ability to take direction, work independently, multitask, and adapt to change.

- Must be able to commit to a work schedule of 40 hours per week, and be present through the event date of September 5, 2020.
- Knowledge of WordPress or similar content management system is a plus.

Anti-Discrimination and Harassment Policy

Glendale Arts maintains strict policies against any form of discrimination or harassment and is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Glendale Arts expects that all relationships among persons in the work place will be business-like and free of bias, prejudice and harassment.

Equal Opportunity Employer

Glendale Arts is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request. Please inform us if you need any reasonable accommodation due to a disability.

The Special Events Intern will work in a combination of in-person and remote work. The in-person work will occur at the Glendale Arts Administrative office in Downtown Glendale. The office layout is open, however due to Covid19 safety protocol, a maximum number of occupants is allowed in the space at any given time, and with strict social distancing practices in place.

To apply, submit a resume, a cover letter, and PDF or link to writing samples (such as social media posts, copywriting/blogs, or emails which demonstrate your writing capabilities) to Alexis Colett at AColett@GlendaleArts.org