



PR and Marketing Internship

ORGANIZATION SUMMARY

Since 1996, Interact's mission *to create art that challenges perceptions of disability* have redefined who is included in creating the artistic vocabulary. Our actors and visual artists with disabilities create all original work, sustain rigorous professional standards while exploring ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of *radical inclusion* dissolves concepts of who "can" or "cannot," blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. www.interactcenter.org

DUTIES AND RESPONSIBILITIES

This internship provides a platform to learn skills in a variety of key arts and culture development areas, and is a unique opportunity to explore nonprofit fundraising, arts administration, PR, marketing, and event planning. The Advancement Internship is a rewarding way to get involved with the contemporary arts community and gain experience in a highly valued field.

Responsibilities shall include:

PR & MARKETING

- Research and update press list
- Draft communications plans and press releases
- Contribute to posting on social media to promote events
- Outreach to organizations who may be interested in attending our exhibitions and performances

EVENTS

- Assist Director and Coordinator of Advancement with promotion and implementation of events

OTHER

- Participates in the department's day to day operations including providing general administrative assistance and support.

REQUIRED QUALIFICATIONS

- Must possess an undergraduate degree or be currently studying towards an undergraduate degree in journalist, PR, marketing, communications, art, art history, non-profit management, or arts administration
- Must be fully proficient in MS Office Suite, google platforms, and social media platforms (Facebook, Twitter, Instagram & LinkedIn)
- The candidate must be confident working in a busy setting
- Attention to detail and strong organizational skills are requirements for this position

ESSENTIAL QUALITIES INCLUDE:

- Enjoy working with artists who bring a diversity of personalities and abilities to the creative process
- Excellent organization, great attention to detail, and ability to self-motivate
- Bring creative energy to solving organizational challenges

ADDITIONAL INFORMATION

Time Commitment: 8 hours per week; flexible schedule, but will include regular meetings with the Director and Coordinator of Advancement.



CREATING ART THAT CHALLENGES PERCEPTIONS OF DISABILITY

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Compensation: This is currently an unpaid internship but Interact Center will work with any higher education institution to ensure interns receive credit for their internship experience.

Application Deadline: 09/05/2017

Internship start date: 09/18/2017

Internship end date: 12/18/2017

HOW TO APPLY

Please send a resume and cover letter to the Advancement Coordinator, katherine@interactcenter.com. Applicants will be contacted about interviews several days after the deadline.
