



Intern, Part Time – Marketing and Communications

What: Heights Arts is seeking a Marketing and Communications Intern to assist the Marketing and Communications Coordinator with all Mar/Com responsibilities in the promotion of over 60 events and programs a year. This includes the creation of a monthly e-news, press releases, updating online calendars and other duties related to program activities during the internship period.

Educational Value: Interns will learn and develop interpersonal skills in dealing with the public, media, and artist community in person and through online and telephone communication. They will gain “real-world” experience in working with the local media, writing copy and articles on featured artists, and the Cleveland Market in general.

Interns will gain insight into Cleveland’s artist community and artist culture, and interface with other arts organizations with which Heights Arts collaborates. We can also address opportunities that align with an individual intern’s interest if it relates to our operational procedures.

Eligibility: Internships are available for university undergraduate and graduate-level students and recent graduates of university programs. College Credit for your internship may be arranged through your university.

Responsibilities:

- Research and identify key publications and online media for Heights Arts' publicity
- Assist with website updating (post news links, press releases, blog)
- Develop and launch surveys
- Post events to online community calendars
- Compile results of monthly marketing initiatives, including social media
- Record events through photography
- Organize an archive/portfolio of all HA events

You: Heights Arts seeks interns passionate about the arts who possess strong interpersonal and organization skills. Interns must be comfortable with working independently and taking initiative in a specific task. Examples of this might be contacting artists for an interview through phone, online and personal contact in meetings or studio visits. Tasks may vary day-to-day and will vary depending upon the time of year. Interns will work under the Marketing and Communications Coordinator. Interns must be comfortable with and understand the use of social media (Face Book, Instagram, Twitter) and other promotional methods (advertising in print, radio and online).

Us: Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. Founded in 2000, Heights Arts cultivates a strong, diverse, and collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education;

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providing exhibition and performance opportunities; and fostering public appreciation for the arts. The organization contributes to the region's artistic vitality by showing regional artists at Heights Arts Gallery on Lee Road near Cedar Road, facilitating public art and design projects, presenting chamber music and other concerts in intimate settings, nominating and supporting the Cleveland Heights Poet Laureate, and holding classes and workshops in the arts.

Heights Arts does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

When: This position is approximately 10 hours a week.

Compensation: Intern pay is \$10.00 per hour, paid with a two week-delay semi-monthly.

Where: Heights Arts at 2175 Lee Road in Cleveland Heights, Ohio

How: Please apply for the internship position at <http://www.heightsarts.org/employment/> with cover letter, resume, relevant experience examples and 3 references.