



## **Communications and Marketing Internship Job Description**

### **Description**

The Communications and Marketing Internship is a resume building opportunity to get real world experience helping a local non-profit increase brand awareness utilizing social media, direct email marketing, website, and other forms of communication. Young Audiences of Northeast Texas is an arts in education non-profit that uses the arts to enrich the lives of children and enhance their education. This position is classified as a part-time non-exempt hourly position (10 - 15 hours per week).

### **Job Responsibilities**

- Manage social media platforms Facebook, Instagram, Twitter and others, with posts relevant to artist school visits, upcoming events, and donor interest.
- Create and manage monthly newsletter using Constant Contact.
- Create and send press releases to highlight artist visits and events.
- Increase Young Audiences visibility by creating and maintaining relationships with media outlets (i.e., KETK and Tyler Today).
- Maintenance of Young Audiences website and URL landing sites.
- Keep all logos and ads (anthology, catalog, and annual report) current.
- Prepare spotlight presentations for board meetings.
- Assists with preparation of annual catalog
- Assists with periodic mailings

### **Qualifications**

- Highly responsible, mature, professional individual with good time management and personal interaction skills.
- Excellent Communication skills – both oral and written Computer literate in PC environment: Microsoft Suite, Canva, Constant Contact and WordPress.
- Adaptable to fast-paced, ever changing work environment.
- Ability to handle multiple activities at a time.

Pay rate \$10 - \$15/hour

### **If interested send resume and cover letter to:**

Amy Baskin, Executive Director, Young Audiences of Northeast Texas

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[www.Arts4allkids.com](http://www.Arts4allkids.com)