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VENICE ARTS MARKETING AND DEVELOPMENT INTERNSHIP

Venice Arts' mission is to ignite youths' imagination, mentor their creativity, and expand their sense of possibility through high quality, accessible media-based arts education programs. Venice Arts also serves as a catalyst for people of all ages, living in low-income or underrepresented communities, to create and share personal and community stories through photography, film, and multi-media.

Internship Description

The Marketing and Development Intern will work in Venice Arts' administrative office and assist with an innovative one-year marketing and development campaign including print marketing, electronic marketing and several events.

Her or his responsibilities will include any duties related to the campaign's communication efforts, assisting with mail house communications, print jobs, letters, database management, event planning, quote gathering, research, general organization and filing.

This is an unpaid part-time position (6-10 hours per week based on availability) working directly with the Development Director. Perfect for students interested in communications, marketing and PR, non-profit administration or like fields. Must be reliable and available for at least one semester. Academic credit may be available depending on your school.

Qualifications

The ideal intern is well-organized, motivated, and comfortable working in a community-based setting. Experience with Filemaker Pro, Microsoft Word, and Microsoft Excel is desired, as is proficiency on Macintosh computers. Must have good written communication skills and attention to detail.

How to Apply

A cover letter expressing your interest, along with your résumé, should be submitted electronically by email to liz@venice-arts.org. No phone calls please.