

Friday, May 3, 2024

Communications and Marketing Intern

Company: Irish Arts Center

Location: New York, NY

Compensation: This position pays \$16 per hour

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IRISH ARTS CENTER

POSITION

Irish Arts Center is seeking a creative, detail-oriented marketing intern with great follow-through skills and a desire to join our fast paced team. The marketing intern provides assistance for the implementation of promotional activities across our diverse and robust event programming schedule: social media marketing, collateral production, PR, street teams, audience outreach and development, website maintenance, budgeting, and more. This is an excellent opportunity to gain hands-on experience in a fun and friendly environment in each of the disciplines encompassed in IAC's programming (theatre, visual arts, music, dance, film, literature, and cultural education).

Internships are a 20 hour per week commitment. Most of the work is virtual, between 10am to 6pm on weekdays. Some evening and weekend hours may be required for in-person events. This position allows room for self-direction, with oversight and real ability to learn the workings of a fast-paced development office. We are open to customizing the experience to meet the needs and interests of the individual.

As IAC is committed to representing diverse identities in our artistic programming, so too are we committed to diverse representations in our administrative team. We are an equal opportunity employer, and will consider all applicants for employment without unlawful discrimination based on race, creed (religion), color, sex (including gender expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other characteristic protected by law.

DUTIES AND RESPONSIBILITIES

The communications and marketing intern will assist with:

Content

Social media and email marketing: development and drafting of content for Irish Arts Center platforms

Project management of marketing materials including digital ads, direct mail, posters, programs, fliers, and email marketing and social media assets

Marketing outreach: Researching and contacting prospective partner orgs for cross-promotions and group sales.

Online customer service

Organization of press materials

Performances & Exhibitions

On-site support for some events, including social media coverage

Administration

Budget maintenance and check request processing

Basic navigation within our CRM (Tessitura) and email marketing provider (WordFly)

Digital filing

Updating poster frames around the building

QUALIFICATIONS

Excellent written communication skills

Proofreading skills

Ability to be detail-oriented

Research and organizational skills

Ability to work independently and take direction from several members of a team

Ability to work on multiple projects and prioritize in a fast-paced environment

Familiarity with a range of computer programs, including the Microsoft Office suite
Interest and talent in creative writing a bonus, but not required

HOW TO APPLY

Rolling applications. Please send a cover letter and resume in a single PDF file
to applications@irishartscenter.org with subject "Communications and Marketing Intern." No
calls

Irish Arts Center
553 West 51st Street Irish Arts Center
New York, NY, 10019
<https://irishartscenter.org/careers>

For more information:
Emma Reifschneider
applications@irishartscenter.org

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