

Wednesday, January 9, 2013

## Marketing Internship with New York Live Arts

If interested please contact Shannan Smith at [ssmith@newyorklivearts.org](mailto:ssmith@newyorklivearts.org)

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New York Live Arts is looking for a Marketing Intern for the spring. Details are as follows:

Department: Marketing

Position Reports to: Director of Marketing

### Responsibilities

- Manage, create, and report on New York Live Arts' Google Ad Words Account
- Solicit, create, and edit the weekly E-newsletter
- File, post and archive all press
- Solicit and update individual artist press kits
- Create photo call line up and ID sheets
- Update institutional archive
- Maintain all public event calendars such as WNYC, NYCGO.com, DanceNYC etc.
- Maintain New York Live Arts' social networking presence on Facebook and Dance-Tech.net
- Create and solicit exclusive blog content
- Manage all blog comments
- Assist the Manager of Marketing and the Director of Marketing as needed
- Assist within the Marketing Department as needed

### Specifications

- 15 – 20 hours a week

### Qualifications

- Exceptional writing skills
- Eye for Detail
- Proficient understanding of Microsoft Word, Excel, PowerPoint, and Outlook.

Internship is unpaid.

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