

Tuesday, April 23, 2013

Intern

stoopsbedstuy@gmail.com

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Seeking intern interested in community organizing using the arts to assist with STooPS, a community-building event in Bedford-Stuyvesant to be held on June 23, 2013. The event pairs Bedford-Stuyvesant homeowners with artists who host performances in a facilitated performance walk that aims to have the community meet each other.

Intern responsibilities will include

maintaining social media and e-mail marketing campaigns for online fundraiser as well as event

assisting with marketing and maintenance of online fundraiser

general assistance to the Artistic Director, Production Manager and other Staff

Ideal candidate will have

Working knowledge of social media including Facebook, Twitter, and Instagram

Experience with Mail Chimp or other mass email software

Knowledge of Word, creating spreadsheets, and Google docs

Good communication skills and work ethic

Intern commitment would begin immediately and will be no more than 10 hours per week for April and May. These hours will increase in June as event date approaches, but be no more than 20 hours per week.

Must be available the entire day June 22 and June 23, no exceptions.

Interns will be compensated with a modest stipend and letters of recommendation.

If interested please send cover letter, resume and contact info to stoopsbedstuy@gmail.com.

No phone calls please.

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