

Monday, January 23, 2023

## The Yard 2023 Marketing & Communications Internship

Company: The Yard  
Location: Chilmark, MA  
Compensation: \$400 per week

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Alex Clark

### About The Yard

The Yard is a nonprofit creation and performance platform for local, national, and international artists, with a focus on contemporary dance. Founded in 1973 by the late choreographer Patricia Nanon, The Yard provides paid space, time, and resources for performing artists to create, perform, and engage with our community. We share these artists' work publicly through presentations and wide-ranging educational experiences for all ages. Through these programs and more, we provide year-round opportunities for our community to experience the arts.

Located on the island of Martha's Vineyard, The Yard's 2.6 acre campus is in the "up-island" rural town of Chilmark. Our 100-seat black box theater and open-air studio are operable in the summer months. Three residences also sit on the property and serve as artist and staff housing. In the cold-weather months, we offer programs in various offsite locations, ranging from performances at the 700-seat Martha's Vineyard Performing Arts Center to libraries and community centers across the island.

### Our Mission –

The Yard supports diverse, contemporary dance-makers and related artists in their creative processes through paid creative residency, public performance, long term education, and artist driven civic engagement. We serve all ages and cultural populations on Martha's Vineyard, and work collaboratively with artists, producers, and other cultural organizers within regional, national, and international contexts.

For more information about The Yard, visit [dancetheyard.org](http://dancetheyard.org).

### Job Description – Marketing and Communications Intern

Reports To: Marketing and Development Manager

Employee Class: Intern

Work Location: 1 The Yard, Chilmark, MA 02535 on Martha's Vineyard

Dates: May 22, 2023 - September 2, 2023 - must be available and on Martha's Vineyard for the full 15 weeks; travel and housing provided by The Yard (see below for details).

### Principal Duties and Responsibilities:

Draft marketing and fundraising materials, including press releases

Assist with and/or design various marketing collaterals (flyers, postcards, emails), including show programs using templates from Adobe InDesign and Adobe Photoshop

Contribute to strategy on digital marketing and development campaigns

Contribute to social media content creation and strategy

Assist with minor updates to The Yard's Squarespace website

Help to secure in-kind donations and corporate sponsorships

Collaborate on The Yard's annual print fundraising appeal

Distribute posters, flyers and postcards around the Island

Actively participate in staff meetings and other Yard events and activities

Attend partner meetings and events as needed

Other special projects as needed

#### Other Duties and Responsibilities:

The Yard has a small, dynamic staff and relies on cross-departmental collaboration. All positions are expected to routinely contribute in areas outside of their primary focus to ensure successful programs and operations. Examples include but are not limited to answering the office phone, assisting with campus projects, providing support to artists-in-residence, and helping set up for and strike performances and events.

#### Skills & Experience:

A passion for dance, performing arts, and arts education

Strong verbal and written communication skills

Ability to work both autonomously and collaboratively within a small organization

Excellent customer service and external relation skills

Cultural competency to work with individuals from diverse backgrounds and life experiences

Proficient computer skills

A valid driver's license

Basic graphic design skills. Familiarity with Adobe InDesign, Photoshop and Illustrator. Familiarity with Figma and/or an interest to learn.

Experience with photography and social media content creation

Experience with website maintenance and updating a plus

#### Compensation & Benefits:

\$400/week for 15 weeks of summer season (May 22 - September 2, 2023)

Rent-free housing on The Yard's campus in a shared dorm-style residence with other staff members. (Shared bedroom, bathroom and kitchen.)

Artistic opportunities including time in The Yard's studio and theater, possible dance and yoga classes, and performance opportunities TBD

Farm share from a local island farm and supplemental pantry items (pasta, rice, beans, etc.) shared amongst staff.

One round-trip to and from Martha's Vineyard at the beginning and end of the internship

#### How to Apply

To apply, email cover letter, resume, a writing sample, and two references to [jobs@dancetheyard.org](mailto:jobs@dancetheyard.org) with subject line "Marketing Intern."

Interested candidates are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis with priority given to those received by February 17th.

The Yard is an ally in the movement towards equity, social justice, and combating systemic racism, which includes developing a work environment that is equitable, anti-racist, and empowering for our staff and the communities we serve. Applicants from all populations and underrepresented groups are encouraged to apply. Strong candidates will work in alignment with The Yard's mission, values, and commitment to anti-racism.

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