

Wednesday, March 13, 2013

JODY OBERFELDER DANCE PROJECTS SEEKS Marketing Intern (non paid 6-8 hours a week, three months, followed by evaluation and oppo

Mercedes Searer mercedes@jodyoberfelder.com

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Job Description:

Jody Oberfelder Dance Projects seeks a motivated part-time intern to work closely with Artistic Director and Choreographer, Jody Oberfelder and Company Manager, Mercedes Searer in the marketing and development of Oberfelder's project-based, contemporary dance/multi-disciplinary group.

We are seeking a sharp individual who works creatively and collaboratively.

RESPONSIBILITIES:

- Awareness of marketing deadlines
- Design and oversee creation, production and distribution of MR marketing materials including brochures, calendars, postcards, etc.
- Maintain JODP website
- Design and schedule e-blasts
- Write, manage, and schedule JODP press releases
- Maintain online listings
- Maintain and create blog content
- Contribute to social media and web presence including facebook, twitter, youtube
- Contribute to production of video editing and podcasting

QUALIFICATIONS:

- Relevant Experience in Design, Marketing, and Social Media
- Proficient understanding of Mac-related programs (iMovie, iPhoto, iTunes) Adobe Creative Suite (Photoshop, Illustrator, InDesign, SoundBooth and Dreamweaver), and WordPress
- Proficient understanding of Filemaker Pro, Microsoft Word, Excel, and Outlook
- Proficient understanding of Facebook (profiles, groups, and events), Twitter, and other social networking sites
- Basic knowledge of video importing, editing, and duplication

If interested please send a resume and letter of interest to Mercedes Searer at mercedes@jodyoberfelder.com

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