

Tuesday, October 3, 2017

## LEIMAY Marketing and Social Media Internship

Company: LEIMAY

Location: Brooklyn, NY

Compensation: The position is unpaid, but will prove to be a rewarding learning experience in non-profit arts production.

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LEIMAY is currently accepting applications for a seasonal marketing and social media intern. The selected intern will work closely with LEIMAY's Managing Producer and LEIMAY Artistic Directors on general marketing tasks and reviewing and revising social media content for LEIMAY's Fall and Winter season.

*LEIMAY (CAVE Organization Inc.) develops and tours new and existing individual and collaborative creations by Ximena Garnica and Shige Moriya; stimulates dialogue on contemporary performance and installation art; develops LEIMAY's LUDUS Training; and offers studio, and performing space for emerging and established artists; our endeavors take place at our home, CAVE, located in the Williamsburg section of Brooklyn as well as at other venues in New York, the Americas, and beyond.*

Responsibilities for the position include:

Work with managing producer to promote LEIMAY through print and online marketing

Help maintain LEIMAY's social media outlets (Facebook, Twitter, Instagram, conectom)

Assist with creation of LEIMAY Newsletters

Assemble and assist with the creation of house programs for the LEIMAY Annual Gala

Assist with distribution of LEIMAY marketing materials

Assist with preparation for and execution of the LEIMAY Annual Gala

Assist with end-of-year promotion and wrap-up

The internship will begin in October and end at the end of December with an option of staying through January to help with end-of-year promotion and wrap-up. The internship will average about 12 hours per week. The managing producer will coordinate with the applicant to decide upon a weekly schedule. Interns are expected to spend at least two days per week at CAVE, the home of LEIMAY, in Williamsburg, Brooklyn with some additional remote social media work.

Interested applicants should send a resume and a brief cover letter of motivation describing their interest in the internship and past experience to Managing Producer, Drew Weinstein, at [admin@leimay.org](mailto:admin@leimay.org) to set up an interview.

For more information on LEIMAY please visit <http://leimaymain.cavearts.org/>

LEIMAY  
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For more information:  
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412-352-0522

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