

Wednesday, March 20, 2019

Social Media Intern for Arch Ballet

Company: Arch Ballet
Location: new york, NY
Compensation: letter

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ARCH BALLET INTERNSHIP OPPORTUNITIES

Arch Ballet (A|B) has a year-round internship program as part of our ongoing effort to offer rewarding learning opportunities to outstanding candidates in the fields of arts administration, social media, event planning, and fundraising. Candidates are responsible for completing a 3-6 month term with 8-40 hours a week. Interns are asked to work remotely and/or in person with Artistic Director, Sheena Annalise based on commitment set forth in advance upon acceptance into the program. There are four internship sectors interns can apply for:

SOCIAL MEDIA/MARKETING

Social media is an expanding marketing tool for millennials and we strive to be at the forefront of these tools. Interns will be able to spear head their own social media campaigns and initiatives to bring awareness to A|B and the programs we support.

Internship duties:

- Creating campaigns and marketing initiatives for A|B and our outreach programs
- Posting daily to social media platforms
- Creating marketing materials such as e-mail invitations, photos/graphics for social media, and social media page designs
- Assisting in streamlining social media platforms and message of A|B across all media
- Tracking analytics across platforms including user reach, improvement in following, and audience reports
- Communicate with other branding across platforms to bring awareness to A|B
- Outreach to target audience by messaging, liking, and engaging individually with followers and possible followers

Skills required to apply:

- Proficient knowledge of Instagram business, Facebook, Twitter, Vimeo, Youtube, Google plus, LinkedIn, Flickr
- Proficient in Microsoft Word and Excel
- Proficient video editing and photoshop skills for social media in the program format of interns choosing – Pixlr, iMovie, etc are acceptable formats for those without photoshop
- Passion for social media and marketing
- Smartphone capable of downloading Buffer, Flickr, and Canva apps

COMPENSATION

As an A|B intern you will receive a letter of recommendation at the end of your term based on your performance, college credit according to your college guidelines, and first hand experience. Internships are unpaid and do not guarantee a hiring placement after your term within A|B.

ARCH BALLET OFFICES

Arch Ballet is a young company and our office is ran out of Artistic Director, Sheena Annalise's home or nearby cafes. You will be working directly with her and other members of your interning team during your office hours. Please note, there may be hours where some interns will be asked to meet at our rehearsal site or photoshoot site instead, which will be given with advance notice when your schedule is set up. A|B Interns must provide their own laptop for their internship.

LENGTH OF TERM

3-6 months // 4 hour or 8 hour shifts // 8hr/wk– 40hr/wk

8 hour shifts are given a 1 hour lunch break, 4 hour shifts will not be given a break but are welcome to snack at their desks etc. We foster a community environment where our interns gain the most knowledge and real life experience as possible.

CONFIDENTIALITY AGREEMENT

Interns may not share information regarding A|B's upcoming works, donor information, names, contact information, press list contacts, or any contact information of A|B. Research done through Arch Ballet is the property of Arch Ballet and may not be distributed to any outside parties or used for personal gain. Files must be erased from personal devices during their last day of internship. Our proprietary information including contacts, network, and research is confidential.

HOW TO APPLY

Send email to admin@archballet.com with Internship in the headline, a short paragraph on your sector of choice, and proposed schedule whether remote or in office, and attach your resume in PDF format.

Arch Ballet
322 WEST 52ND ST #117
new york, NY, 10019
www.archballet.com/interns

For more information:
arch ballet
admin@archballet.com

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