SUMMER PERFORMING ARTS INTERNSHIP:
COMMUNICATIONS & MARKETING ASSISTANT
JUNE 5 - AUGUST 28, 2023

The Communications & Marketing Intern will have the opportunity to gain hands-on experience in non-profit marketing. The intern will assist the Marketing and Production Associate with daily marketing initiatives. Responsibilities include: maintaining communications, editorial calendar for web, print, email, and social media; responding to messages and interacting with targeted social media accounts; managing earned media assets, archive and reporting of press mentions and past email campaigns both on the website and internally; regular maintenance of internal and external event calendars including the events webpage; compiling and/or drafting received program materials into PS21’s program framework; lead the distribution of marketing materials in the local region (15-20 hours/week).

The Communications & Marketing Intern will be a member of the Front of House team, assisting with audience communications prior to the event, event set up, and patron services. The intern will assist in the collection of photo and video documentation at each event (10-15 hours/week). As this role requires the attendance of all PS21 productions, you will have the opportunity to relish in the season’s offerings!

Our ideal candidate will be a motivated individual with: an ardent interest in the performing arts (preference will be given to those majoring in the arts or communications); a keen eye for detail who takes pride in their work; prior social media and marketing experience; the ability to work collaboratively and independently; experience setting priorities and executing a plan efficiently under pressure; prior experience in a customer-facing role; familiarity using Google Workspace.

PS21 INTERNS RECEIVE

- Experience working directly with artists and area professionals
- Career development opportunities, including regular feedback from PS21 staff
- A letter of recommendation, if requested, upon completion of the internship
- Free access to PS21 workshops and performances
- Access to our campus for individual creative projects, as facility schedule allows

LOGISTIC REQUIREMENTS

- Must be at least 18 years old
- Must have a car and clean driving record
- Must relocate within commuting distance of Chatham, NY and work on site
- Must be available to work late evenings and weekends, June through August
- Must be able to stand and sit for extended periods of time

Internships at PS21 span the typical university summer break, and require commitment to that full length of time. Dates can be adjusted to accommodate your university’s schedule. Applicants must receive approval for funding and/or college credit from their university to be selected for this position.
**TO APPLY**

Please send a resume and thoughtful letter of interest, along with a brief description of your university's internship policy to info@ps21chatham.org. Additional writing samples and references may be requested.

**DIVERSITY STATEMENT**

PS21 is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state, or local laws in its employment policies.

**ABOUT PS21/CHATHAM**

PS21: Performance Spaces for the 21st Century is a contemporary arts venue in the Hudson Valley presenting innovative programming by leading and emerging artists in music, dance, theater, contemporary performance, and the visual and multimedia arts.

Established in 2006, PS21’s mission is to provide support for performing artists and creators and to introduce their work to a broader audience, while also providing the surrounding region with opportunities for arts engagement regardless of economic status, cultural background, and age. In its new, state-of-the-art, green facility, PS21 offers resident makers and performers involved in the creation of new work the tools and flexibility for successful innovation and collaboration in the development of sophisticated multimedia work. Few other US facilities are able to provide this level of technical support. In addition, PS21’s campus of over 100 acres of open spaces, meadows, woodlands, and orchards is an important resource for artists and the community.

**FIND US @PS21CHATHAM ON**

Instagram | Facebook | Youtube

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