



Performing Arts Foundation, Inc.
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INTERNSHIP OPPORTUNITIES AT THE GRAND THEATER

The Grand Theater is seeking bright individuals looking to expand their professional experience. We offer a number of internships ranging from part to full-time in a number of fields:

MARKETING AND COMMUNICATION:

- Marketing - Working along side the marketing team to further expand The Grand's Marketing campaigns and strategies. Duties include Style/brand book creation, Campaign design and research, and administrative duties.
- Digital Marketing/Graphic Design - Working along side the marketing team to better expand The Grand's presence online. Duties include social media coordination, creation/design of ads, website updating, and E-Mail marketing.
- Public Relations - Working along side the marketing team to continuously update the public on what is happening and the mission of our theater. Duties include press releases, copywriting and editing, and poster distribution.

EVENT PLANNING AND MANAGEMENT- Working along-side The Grand's Event Manager with events and rentals of our facilities. Duties include: Booking, pre-event planning, event set-up, and expanding event-marketing to reach new clients.

COMMUNITY OUTREACH AND NON-PROFIT- Working along side with Director of Education and Community Engagement and the Director of Marketing to expand The Grand's reach and involvement in the community. Duties include campaign creation, tabling, researching other non-profits, grant work, and working with other Downtown businesses and organizations.

Duties/positions are not limited to the list above. We hope to give our interns the most out of their time here, thus we try to build the internship around the student's field of interest. In the end the internship is about our interns and their learning objective goals while advancing the mission of The Grand.

If interested in applying, please send a resume and cover letter explaining field of interest, previous experience and why you would like to intern at the Grand Theater to mschumann@grandtheater.org.