

Marketing & Administrative Intern
The Grand Theater (Performing Arts Foundation)
Wausau, WI
Spring 2025 (January-May 2025)
Part-time/Full-time

Purpose: Our Internship Program provides a unique learning opportunity for individuals interested in a career in arts administration. Interaction with our professional staff provides opportunities for valuable experience in the field and contacts for the future.

Undergraduate or graduate students who can obtain school credit are preferred. College credit is available.

REPORTS TO: Overseen by the Community Engagement and Development Coordinator, but will work closely with the General Manager, Development Director, Marketing Director, and Marketing Coordinator.

Job Duties include, but are not limited to:

- Assist administrative staff with day-to-day operations, including but not limited to: mailings, copying, filing, archiving, and other tasks as needed.
- Collaborate with Marketing to develop both internal and external materials, including print, digital, and audiovisual” to cover everything from aiding with series announces to making signs to social content.
- Obtain and arrange show promotional assets for season and series announces.
- Promote student rush tickets, The Grand Passport Program, and other educational and community outreach opportunities.
- Enter financials, show information, and offers into Prism, the organization’s events calendar.
- Track and process sponsorship data in Excel.
- Assist with volunteer scheduling and support as needed.
- Provide support for customer service and the ticket office as needed.
- Provide on-site assistance at events and performances.
- Other duties as assigned.

Requirements of the position:

- Pursuing a degree in marketing, communications, business, arts administration, or related field.
- Passion for the arts and commitment to advancing the arts within the Central Wisconsin community.
- Excellent copywriting, editing, and proofing skills.
- Ability to effectively communicate the mission and brand of The Grand Theater.
- High attention to detail.
- Proficient in Microsoft Office.
- Self-motivated, honest, and adaptable.
- Familiarity with Adobe Photoshop, Premiere Pro, and InDesign preferred.

Position Information: Part-time/Full-time internship position with a chance to qualify for a weekly gas card to cover transportation costs (\$50/week). Housing is not available. Regular office hours are Monday through Friday, 9am-5:30pm. Occasional evening and weekend commitments, based on the event schedule, are required. Must have reliable transportation.

To Apply: Send resume, cover letter, and two references to Kaitlyn Konrardy at kkonrardy@grandtheater.org no later than Friday, December 13 at 5 PM. Interviews will take place December 16-20 with decisions made by the end of the year.

Applicants are encouraged, but not required, to submit a previous project sample for review. Examples of suitable project samples may include an article or blog post, a marketing portfolio showcasing social media content and/or original graphic designs, presentations, or similar work.