

Marketing & Communications Intern

Reports to: Marketing & Communications Director

Hours: Flexible – Up to 20 hours/week

Description

Chapman Cultural Center is seeking a creative individual to help to support the Chapman Cultural Center's Marketing & Communications team. The Marketing & Communications Intern will assist with communications needs including website and social media content creation and management. The Marketing & Communications Intern will be asked to collaborate cross-departmentally and work to promote the mission of Chapman Cultural Center through effective communication to donors, stakeholders, and the public. The Marketing & Communications Intern will also assist with the communications of Chapman Cultural Center's sub-brands and their various communication outlets.

Primary Responsibilities

Conceive and aid in the creation of print and digital publications and/or materials, including: newsletters, brochures, website content, flyers, postcards, infographics, advertisements (print and digital) and other materials as needed. Work closely with cross-functional teams and collaborate with others to define and produce written content for the various CCC managed websites. Maintain digital file archives of all work within established guidelines and existing digital storage structures and practices. Provide additional marketing and communications support to the CCC team as assigned.

Ideal Qualifications

- Ability to work well with people of all ages and technology skill levels
- Ability to work independently and within a team efficiently
- Basic knowledge of HTML; experience in WordPress & other website CMS a plus
- Basic Understanding of Adobe Creative Suite (Photoshop, Lightroom and InDesign) and Microsoft Office Suite
- Basic knowledge of videography and photography

Takeaways

- Gain knowledge and experience in professional working environment
- Gain skills and build portfolio with communications and marketing
- Work with an outstanding and fun organization making a difference locally
- Gain skills in social media management and design

Requirements

- Strong professional demeanor and great interpersonal skills
- Highly organized and skilled in time management
- Access to Transportation

Compensation:

\$12/hr up to 20 hours per week.

To Apply:

Please submit a Resume and Cover Letter to David Ocasio, Marketing and Communication Director, at dOcasio@chapmanculturalcenter.org.