

Marketing & Media Relations Internship

Are you seeking hands-on experience in arts marketing and media relations? Do you believe in social justice, equity, and inclusion? If you want to put your marketing instincts to good use for a progressive nonprofit in need of your valuable skills and talents, we want to hear from you!

Mirror Stage is looking for a reliable, self-motivated, detail-oriented strategic thinker with strong writing skills. You should be eager to dig in and learn the ropes, while learning more about the administrative needs of a small, nonprofit theatre. The Marketing & Media relations intern is responsible for assisting the Managing Artistic Director in implementing Mirror Stage's marketing plan to raise the profile of Mirror Stage within the community and drive ticket sales, with a particular focus on media relations. Interning for Mirror Stage is an excellent way to get acquainted with our unique theatrical approach, as well as increasing skills and getting practical experience.

Marketing & Media Relations Intern

- Reports to: Managing Artistic Director
- Hours: 5-10 hours per week through June 30, 2019, with possible extension depending on job performance. Additional hours may be required the first two weeks of April 2019
- Stipend: \$100/week, payable every four weeks

Responsibilities:

- Assist with the development and upkeep of the annual publication and mailing calendar
- Update the media contacts list
- Assist with drafting media releases and alerts
- Pitch stories, and supply current, accurate and relevant information on Mirror Stage and its activities to the media
- Coordinate media invites and performance reviews
- Manage event listings on internal and external calendars
- Assist with production and distribution of marketing materials, including: eNews, posters, postcards, radio copy, digital & print ads, playbill/programs, surveys, lobby displays and other promotions, as assigned—Managing Artistic Director has final sign-off on all design & copy
- General communications support as assigned
- Assist with social media and other projects, as requested or needed
- Have one-on-one meetings at the discretion of the supervisor

Qualifications:

- Currently enrolled in a Master's Degree program, or a recent graduate
- Interest in marketing and communications as it relates to the arts—previous marketing and/or media relations experience a plus
- Excellent writing skills with impeccable attention to detail
- Reliable, dependable and self-motivated
- Ability to successfully manage projects from beginning to end, multitask in a sometimes fast-paced environment, and meet deadlines
- Tech savvy with high proficiency in Microsoft Office and previous experience working with CRM databases required—Salesforce experience preferred
- Layout and design skills in Adobe Creative Suite and familiarity with WordPress a plus
- Must have access to personal computer, comfort with online collaboration tools and virtual office environment
- Must have access to reliable personal transportation, such as car or transit pass
- Willingness to learn and work effectively, both independently and as part of a team

TO APPLY:

Submit a one-page cover letter detailing your interest and availability, along with your résumé, and a writing sample no longer than two pages, by email to suzannec@mirrorstage.org. First review of applicants on January 28, 2019. Position open until filled.

About Mirror Stage

Mission

Mirror Stage uses the power of theatre to challenge assumptions, bias, and prejudice, while encouraging more thoughtful reflection on today's issues.

Vision

Mirror Stage reflects the diversity of our community onstage in high-quality, progressive, thought-provoking productions that play it smart without always playing it safe. We nurture unique artistic voices while providing opportunities for newly-emerging artists to work alongside more seasoned professionals. With the goal of increasing empathy, understanding, and social justice, Mirror Stage opens doors to new ways of seeing and thinking—entertaining while enlightening, and bringing us to a place of common understanding.

Values

- **Challenge:** We focus on thought-provoking, relevant, stimulating, progressive, risky, and inspiring work— theatre that gets people talking as well as thinking.
- **Integrity:** We practice the highest standards of excellence, ethics, and professionalism in all interactions. We are committed to diversity, equity and inclusion at all levels: on our stage, in our audience, on our staff, and within our leadership.
- **Partnership:** We collaborate with audience and community members to find the best path forward and create positive change.
- **Respect:** We cultivate and nurture an atmosphere of respect and inclusiveness, embracing differing strengths, skill sets, cultures and abilities.