

FALL 2017 MARKETING/CONTENT INTERNSHIP

The Cedar Cultural Center (Minneapolis, MN)

DEPARTMENT: Marketing

REPORTS TO: Marketing & Communications Manager

SALARY: Paid Stipend, \$500/Month

POSITION STATUS: Part time, 10/15 hours/week

TIME FRAME: Fall 2017: Mid September - Mid December. Exact start and end dates to be determined by intern availability. Flexible daytime hours, with some evenings/weekends.

ROLE:

The Cedar, a 501(c)3 nonprofit arts organization located in the Cedar Riverside neighborhood of Minneapolis, seeks a Marketing/Content intern for Fall 2017. Interns aid the Marketing team in the creation of high-quality, creative marketing pieces including video, photo, and blog content for use on our website, social media platforms, and physical venue, helping to promote concerts and Cedar programs to the public.

RESPONSIBILITIES: Responsibilities will vary by intern's unique strengths and skills, but may include:

- Working with the Marketing Team to generate new ideas for marketing content and outreach
- Writing preview articles for upcoming Cedar shows
- Drafting questions and contacting artists for artist interviews
- Designing graphics, posters, and other content
- Taking photos for use on The Cedar's social media platforms
- Writing scripts, sourcing b-roll and coordinating shoots for marketing and outreach video
- Assisting the Marketing Team with day-to day tasks

REQUIREMENTS: The Cedar's mission is to support intercultural appreciation and understanding through the presentation of global music. We are seeking interns that are passionate about live music and the arts, and are familiar with The Cedar's programming and mission. A successful candidate will demonstrate cultural competency and a desire to work with people from backgrounds different from their own. Interns should be creative thinkers and skillful problem solvers, with excellent writing and communication skills. They will work both as part of a team and individually, and should demonstrate strong organizational methods and an ability to meet deadlines. Candidates should have proficiency either in Graphic Design programs (working knowledge of Photoshop is preferred) or photo/video editing programs (competency in iMovie and iPhoto is preferred), and should be a web-savvy/avid user of social media including Twitter, Facebook, Tumblr, and Instagram. Communications, Marketing, Journalism, English, Photography, Visual Arts, Music, or related majors are preferred.

TO APPLY: Send a resume, cover letter, and two work samples of your choice to ahorton@thecedar.org by September 15th to be considered for the position. Work samples may include any kind of content that best represents your skills as a potential Marketing/Content Creation Intern. Examples of successful work samples might include a student newspaper article, album review, academic paper, or other piece of written work; a poster or other promotional piece of graphic design; a photography portfolio; a video reel; or other content creation examples.