



The OZ Museum / Columbian Theatre Foundation, Inc. is offering a hands-on, fast-paced internship position for this upcoming summer. We are seeking an energetic, reliable and creative marketing intern to assist the executive director in promoting the OZ Museum and Columbian Theatre. This intensive, fun-filled and creative position will allow the intern to work with media outlets and the press to create and implement marketing plans.

The intern must be available to start in May 2018 and have availability between the hours of 9:00 am-6:00 pm, Monday-Friday. This internship has flexible hours to fit around class schedules and prior obligations. For every production, you will receive two complimentary tickets. Intern is encouraged to attend our fun-filled staff parties! On top of that you will get to work with the best staff ever! This paid internship can be full-time over the summer.

Job responsibilities include...

Planning, implementing and evaluating all Foundation marketing, promotions, public relations and communication efforts.

Communicating with target audiences and managing customer relationships.

Maintaining and updating customer database(s).

Managing the production and distribution of marketing materials, including pamphlets, flyers, posters, newsletters, e-newsletters, etc.

Assisting in website development and maintenance.

Managing social media platforms for the Foundation.

Creating and maintaining strong relationships with the community and sponsors.

Job Qualifications

Candidate must possess excellent verbal, written and communication skills.

Must possess internet research skills as well as have experience with Microsoft Word and Excel.

Experience with Adobe programs such as Photoshop and/or InDesign preferred.

Must be comfortable with drafting, editing and emailing newsletters, blogs and print articles to

large amounts of people.

Pursuing a Bachelor's degree in Marketing or an Advertising/Communications related program.

Experience managing social media platforms for business preferred, but not necessary.

Must have a sense of humor and "be able to hang".

To apply, please e-mail your cover letter and resume to hr@columbiantheatre.com.