

# Fox Cities Performing Arts Center

## MARKETING INTERN

The Fox Cities Performing Arts Center offers three marketing internship sessions per year (fall, spring and summer). The marketing intern is under the general supervision of the Center's marketing associate. This position is part time and uncompensated.

As an employee of the Fox Cities Performing Arts Center, you will provide the best in customer service while working as an ambassador for the live performing arts. In addition, you will be cultivating an active interest in the Center as the premier venue for performance art, education programming and as a gathering place for the community.

### DUTIES AND RESPONSIBILITIES

- Coordinate and execute marketing and public relations strategies
- Maintain and manage database information
- Coordinate poster and flyer imprinting and distribution
- Traffic and file media materials
- Assist in promotional and opening night events
- Maintain positive relationships with partners and vendors
- Perform other marketing projects as assigned which include writing and project management.

### KNOWLEDGE, SKILLS AND ABILITIES

- Strong oral and written communications
- Knowledge of PC software programs including Microsoft Office.
- Previous job-related experience or internships is a plus
- Team player with a strong work ethic

### MINIMUM QUALIFICATIONS

Current college junior or senior pursuing a degree in marketing, journalism or communications.

### SPECIFICS FOR APPLYING

Interested candidates should send cover letter, resume and three references.

When attaching your resume to your email submission, files should be MS WORD (.doc), (.pdf) or (.txt) format (no exceptions). File types other than these will be rejected. Send to [info@foxcitiespac.com](mailto:info@foxcitiespac.com) or (920) 730-3784 or 400 West College Avenue, Appleton, WI 54911. EOE M/F/D/V