



Marketing and Graphic Design Internship Job Description

The Arts Council of Brazos Valley, a 501 (c) (3) nonprofit organization with a 50+ year history of making the arts accessible to visitors and residents of the Brazos Valley, seeks an intern to assist in all aspects of marketing and graphic design including designing ads and promotional materials for print and digital media, event promotion and execution, social media, gallery show promotion, website maintenance, monthly newsletters, development and networking. Students interested in careers with non-profits, arts agencies, small businesses, or in marketing and graphic design should apply.

This paid internship will provide the intern valuable, real-world experience, as well as providing The Arts Council with much needed marketing and graphic design support. In addition, this internship will help participants develop professional networking skills through the opportunity to work with the general public, members, donors and media outlets throughout the Brazos Valley. Learn more about The Arts Council at acbv.org!

INTERN DUTIES AND RESPONSIBILITIES:

- Design ads and promotional materials for print and digital media
- Assist with video production (shooting, editing, etc.)
- Enhance The Arts Council's online social media presence
- Assist with promoting gallery exhibitions including marketing, sponsorships and opening event planning and execution
- Assist with marketing of The Arts Council Business Membership Program
- Assist with management of acbv.org website
- Create and distribute press releases
- Assist with the creation and content of monthly newsletters and maintain associated mailing and email contact lists
- Work with 60+ Arts Council affiliate arts organizations to improve upon current methods of promoting arts activities to visitors and residents of the Brazos Valley
- Perform miscellaneous office duties related to marketing and special events including greeting customers, event ticket sales, event planning and assisting with program set-up/take down
- Increase community awareness of The Arts Council through active participation in area festivals and events
- Build relationships with faculty/clubs to increase TAMU student participation
- Create video clips for online and general promotional use
- Attend Arts Council board meetings semi-annually to report on marketing efforts

KNOWLEDGE AND SKILLS REQUIRED:

- Experience in basic design programs including Adobe Creative Suite and knowledge of video editing software
- Effective project management skills; ability to multi-task
- Excellent written and communication skills
- Computer proficient; strong working knowledge of Microsoft Office products and social media

- Highly motivated; personable; energetic
- Punctual and reliable
- Ability to work as part of a team

PREFERRED SKILLS: Adobe Creative Suite; especially Illustrator, Photoshop and InDesign

SUPERVISION:

Reports directly to The Arts Council Marketing & Development Director and the Executive Director

HOURS OF WORK:

- Internship runs from semester to semester, for example: Summer: mid-May to mid-August Fall: mid-August to mid-december depending on class schedule.
- 15-20 hours per week required; specific hours will be coordinated with supervisor around class schedule
- The Arts Council is open Monday – Friday 8am to 5pm, Sat 1pm -4pm with our pop-up gallery open different times during the week normally from 10am to 6pm, Sat. 10am to 1pm
- Occasional evening and Saturday work is required to staff special events

COMPENSATION:

- This internship is paid, \$1,500/semester
- This internship may fulfill the Marketing 484, Communication 484, and other course or internship requirements
- This internship may also fulfill the requirements to earn a Certificate in Advertising at Mays Business School

PHYSICAL EFFORT:

The position involves minimal physical exertion, except when assisting the production of special events, exhibits, or promotion. Walking, lifting and time outside in all weather conditions may be required on specific occasions.

APPLY:

Please submit your resume and cover letter to deputy@acbv.org with Summer Marketing and Graphic Design Internship in the subject line