



Marketing and Graphic Design Internship Position Description

The Arts Council of the 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 nonprofits, arts agencies, small businesses, or in marketing and graphic design should apply.

This paid internship will provide the intern with valuable, real-world experience and marketing and graphic design support for The Arts Council. In addition, it 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:

- Maintain thorough knowledge of the Arts Council's mission and objectives
- Design 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 Membership Program
- Assist with the management of the acbv.org website
- Create and distribute press releases
- Assist with the creation and content of newsletters and maintain associated mailing and email contact lists
- 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, and other duties as assigned

This is an **all-hands-on-deck organization**, and you will have opportunities to expand your knowledge in many fields.

KNOWLEDGE AND SKILLS REQUIRED:

- Experience in basic design programs, including Adobe Creative Suite
- Effective project management skills; ability to multitask
- Excellent written and communication skills
- Computer proficient; strong working knowledge of Google Suite products and social media

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

PREFERRED SKILLS:

Strong working knowledge of professional email etiquette
Knowledge of video editing software such as Premiere Pro

SUPERVISION:

Reports directly to the Arts Council Executive Director and Marketing Manager

HOURS OF WORK:

- Internships run from semester to semester, for example, Summer: mid-May to mid-August, and Fall: mid-August to mid-December, depending on the class schedule.
- 15-20 hours per week required; specific hours will be coordinated with the supervisor around your class schedule
- The Arts Council is open Monday – Friday 9am to 5pm, Saturday 1pm -4pm
- Occasional evening and Saturday work is required to staff special events

COMPENSATION:

- This internship is paid \$1,500 total, in two stipends
- 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 with special events and curating exhibits. Walking, lifting, and time outside in all weather conditions may be required on specific occasions.

APPLY:

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