



## **OVERTON PARK SHELL**

**Internships at the Overton Park Shell** (formerly the Levitt Shell) are a way for talented college students to do more than interact with professionals in fields that interest them – our internships serve as gateways for students to partake in making the vision that we have for the Overton Park Shell a reality. Our mission is building community through free music and education, finding common ground in a diverse audience.

### **Title**

Communications + Marketing Intern

### **Description**

The Communications + Marketing intern will act in an assistant role to the Communications and Marketing team, and will have the opportunity to work in all areas of communications, including copywriting, graphic design, social media, public relations, and research.

### **Major Areas of Responsibility**

- Assist in creating content for social media, e-newsletter, and app
- Assist in planning and executing Marketing team goals
- Draft and distribute press releases and pitches
- Research new venues for communication efforts
- Assist in graphic design initiatives
- Occasional concert events to be worked on weekends
- Maintains the nightly operation of the gift shop
- Assists in merchandising functions

### **Desired Qualifications + Requirements**

- Experience with Microsoft Office
- Experience in Adobe Photoshop, InDesign and Illustrator
- Driver's license & personal vehicle
- Advanced written and oral communication skills
- Ability to manage multiple projects at once
- Ability to work in fast paced environment
- Interest in communications within the nonprofit world
- Previous experience in marketing and communications a plus

### **Education + Experience**

- Current college student with at least 2 years of college completed
- Majors with coursework in marketing, communications, advertising and/or public relations a plus

### **Physical Demands + Working Environment**

Must be able to work in a typical office environment and work on a computer for long periods of time

### **Hours + Duration of Internship**

As specified by University requirements; flexible according to intern's overall schedule.

To apply, visit [www.overtonparkshell.org/job-openings](http://www.overtonparkshell.org/job-openings).