

Marketing & Communications Internship

Interns acquire hands-on experience and training in many aspects of marketing and communications, while also gaining a good understanding of nonprofit literary arts. Interns assist SAL's Associate Director and SAL's Events Associate & Content Editor with content production, sales efforts, and implementing the year's programs.

Interns play an invaluable role at Seattle Arts & Lectures; they are trusted ambassadors that help SAL achieve its mission. Staff members are supportive of interns, receive them as co-workers, and provide them with appropriate training and experience. SAL interns accomplish a variety of important tasks while gaining insight and experience toward their future careers—most not only enhance or gain specific skill development in their areas of interest, but also enhance their project management and communication skills.

Sample Intern Duties

- Write content for SAL's website, blog, printed programs, and newsletters.
- Assist onsite at events as needed.
- Assist with podcast editing and the gathering of recording permissions for *SAL/on air*.
- Update SAL's online events archive with fresh copy and images.
- Conduct marketing research and compile research portfolios on SAL authors.
- Assist public programs staff with archiving ads and articles related to SAL's media presence.
- Enter SAL events into various online event listings.
- Assist in the production of press releases and promotional materials.
- Contribute to SAL's Facebook, Twitter, and Instagram presences.
- Research potential community partners for SAL events.
- Pitch in around the office with mailings and other day-to-day administrative tasks.

Exact duties will depend on the intern's learning goals and the particular SAL projects in progress at the time of the internship.

Desired Skills and Qualifications:

Ideal candidates will be excellent writers, hard-working, web/social media-savvy, and brimming with creative ideas about marketing our programming. Self-motivated, detail-oriented individual with excellent written, verbal, and organizational skills. Communication is key!

- Skill in coordinating and completing special projects and routine tasks.
- Excellent computer skills with experience in Apple and Microsoft Office.
- Ability to work independently and with others.
- Dependability, flexibility, and ability to maintain confidentiality.
- Ability to work well under pressure and with deadlines.
- A passion for literary arts and contemporary literature preferred.

Internship Benefits:

- Complimentary admission to events (exact ticket number based on scope of work).
- Connection to a network of imaginative thinkers, readers, and writers.
- Mentorship from SAL's professional staff.
- Professional work experience and training.

Internship Parameters

Seattle Arts & Lectures offers part-time internships during both the summer and throughout our season, for students and non-students alike. SAL offers **unpaid** internships, although students may be eligible to earn academic credit. Credit is managed through individual academic institutions, and students are required to coordinate all details of receiving credit. SAL will provide the necessary job description and performance review upon request, and interns may be qualified to receive letters of recommendation to potential future employers.

Time Commitment

A commitment of at least 8 hours/week for three months is required. May be expanded or extended if mutually agreeable. SAL will make every effort to afford the intern the greatest possible flexibility in scheduling internship hours during office and event hours.

Application Procedures

Interested in a Marketing & Communications internship at SAL? Send your resume and a letter explaining your background and areas of interest to SAL's Associate Director, Rebecca Hoogs, at rahoogs@lectures.org.

Typically, an initial phone interview will be given to determine a possible match. Following the phone interview, candidates may be asked to interview in person with intern supervisors.