

Communication & Marketing Internship opportunities at Riverviews Artspace

We provide communications and marketing experience opportunities for a strong, organized, student to join as a communications intern. This position requires someone with strong organizational, communications, project management and presentation skills as you will assist the team with drafting communications, preparing press briefings and talking points and conduct research on relevant topics.

Our ideal candidate for this internship will be highly collaborative, adaptable, both high energy and positive energy in order to successfully function with our high-performing, agile team. If you possess strong writing, communications and presentation skills, apply now for full consideration.

Internships are unpaid, but college credit may be available. Perks include a collaborative, exciting environment, flexible hours and hands on, in-depth professional experience.

Hours can be flexible but students must commit to a set schedule. Typical interns work between 12 and 25 hours a week at Riverviews Artspace. Applications are accepted for the fall, spring and summer semesters on a rolling basis. Send Application, resume with cover letter to kim@riverviews.net

- Assist in drafting communication materials (i.e., PowerPoint presentations, website content, internal news releases, briefing documents, etc.).
- Assist with developing marketing campaigns and promoting of programs and events on all media platforms and print.
- Assist in conducting background research for presentation and speaking opportunities, expanding reach of organizations mission.
- Assist in data collection, research and monitor trends and insights.
- Maintain and expand media contact lists.
- Interact with supporters, visitors and artists.
- Assists in locating and submitting funding requests and grant applications.
- Assist in monitoring editorial/feature opportunities, and track editorial calendars.
- Assist in planning, promoting and execution of special events.

Requirements:

Interns must be currently enrolled in a degreed program at an accredited college or university; maintain a strong GPA and are pursuing their graduate studies. Riverviews Artspace also considers non-traditional interns who are looking to re-enter the workforce or change careers. This may include those who have previously graduated college and are now enrolled in a continuing education program.

Preference is given to those students who are currently pursuing a degree in Communications, Journalism, Public Relations, English or the like.

Excellent research, writing, and organization skills required.

Highly motivated and the ability to work easily in both team environments or independently. Ability to prioritize tasks and work on multiple assignments.

Competency using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.