



Job Title: Communications Intern	Reports To: Digital Communications Specialist
Department: Advancement	Division: Communications
Status: Fulltime, hourly	FLSA Status: Non Exempt

Our Mission: The Arvada Center celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone who visits us.

Position Purpose

The Communications Intern functions as crucial support to the Division of Communications at the Arvada Center for the Arts and Humanities. Under the direction of the communications team, this position creates compelling content for the purpose of promoting arts programs to the general public. For ten weeks from June to August, interns will work Monday – Friday for 40 hours per week total. Depending on health and safety guidelines at the time, this work may be flexed between the Arvada Center and the intern’s home or space.

JOB KNOWLEDGE - Essential Functions, Knowledge, Skills, and Abilities

Essential Roles and Responsibilities

Create and edit compelling and interesting content for publication on Arvada Center’s social media channels, including Facebook, Instagram, and Twitter

Monitor social media for trending topics to utilize in social media posts

Recommend emerging technology to communications team to improve communication efforts

Write and edit press materials for distribution to local and national media

Monitor media lists and assist with press activities

Perform basic analysis of marketing data including performance of sales materials and advertisements

Work collaboratively with the Advancement team to create a marketing strategy that prioritizes diverse community participation and inclusive, interactive programming

Demonstrate a commitment to advancing the Arvada Center’s initiative IDEA by being a member of the IDEA Task Force -- Inclusion, Diversity, Equity and Access -- identifying opportunities to attract new and diverse audiences representative of the cultures of our region to more actively engage in artistic programs. They will also attend meetings of the IDEA Committee with several of our board members.

Participate in weekly Communications Team Meetings (either in-person or via Google Hangouts), providing insight and advice on strategy.

QUALIFICATIONS

The ideal candidate for this position is a self-starter, collaborative in spirit while also being able to work independently on a variety of projects, and able to maintain strong working relationships with internal and external contacts.

- Bachelor's degree (B.A./B.S.) or in process of obtaining Bachelor's degree in related field or equivalent
- No experience required, but a passion for the arts and humanities is essential
- Acute attention to detail
- Excellent written and oral communication skills
- Commitment to excellence, unimpeachable ethical standards and personal integrity
- Knowledge of Microsoft Office applications
- A demonstrated commitment to the Arvada Center's mission
- Ability to work independently and with good time management skills
- Ability to manage multiple projects in a fast-paced, deadline-driven environment
- Passion, enthusiasm, focus, creativity, and a positive outlook
- Professional demeanor for interacting with various stakeholders

Other Functions

1. Attends and participates in required internal meetings, events and actively acquires thorough knowledge of Arvada Center productions, programs and exhibits.
2. Other duties or projects as assigned by the CRM.

Scope of Authority

Receives supervision under the direction of the Digital Communications Specialist.

Supervision Exercised:

This position does not have any direct reports.

Communication/Working Relationships:

Internal Contacts: Arvada Center staff, volunteers, board members, and building maintenance staff.

External Contacts: patrons, donors, non-profit organizations, social organizations, corporate partners, and vendors.

Material and Equipment Directly Used:

Requires use of standard office and computer equipment including radios, cell phones, and multi-line phone system. Software utilized includes Tessitura Ticketing System, Excel, Word, Publisher, and Power Point.

CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt position at the Arvada Center for the Arts and Humanities located at 6901 Wadsworth Boulevard in Arvada, Colorado. The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.