

# Book-It Repertory Theatre

Jane Jones & Myra Platt, Founding Co-Artistic Directors



## Communications Intern

**Department:** Marketing and Communications

**Reports to:** Communications Manager

**Hours:** 5-10 hours per week for 3-6 months, beginning September.

The marketing intern is responsible for assisting the Communications Manager in implementing Book-It's overall marketing plan to build awareness about Book-It within the community and drive ticket sales

## Responsibilities:

- Assist in the creation/implementation of social media posts on Instagram/Facebook/Twitter
- Assist with the distribution of Book-It promotional materials in the community
- Assist with drafting press releases
- Assist with drafting of e-communications in MyEmma
- Assist with Encore Arts Program publications for each Mainstage show
- Assist with organization of department archive files
- Manage event listings on internal and external calendars
- Research promotional opportunities to gain additional exposure to target audiences
- General communications support as assigned

## Qualifications:

- Ability to take initiative, show good judgment, and manage projects from beginning to end
- Excellent writing, editing, and proofreading skills
- Exceptional ability to manage details
- Ability to multitask in a fast-paced environment
- Ability to meet deadlines
- Work effectively both independently and as part of a team
- Experience with Microsoft Office, PatronManager, MyEmma, Wordpress, social media a plus
- Interns should be available for at least 5 hours a week