



Marketing Intern – Job Description

JOB TITLE: Marketing Intern

JOB TYPE: Seasonal

SUMMARY: Music Theatre Wichita seeks a Marketing Intern to assist with various tasks in the marketing and communications department and reports to the Managing Director and Marketing and Communications Manager. The internship is a temporary position during the summer and early fall of 2023, with a weekly stipend of \$400.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Create and curate social media content including video.
- Create/edit marketing materials including email and print.
- Assist with press and patron relations.
- Compile data for reporting and analysis.
- Monitor paid media advertisements.
- Update the company website and write copy as needed.
- Administrative work, including data entry.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Basic design skills (Adobe/Canva).
- Basic video editing skills.
- News/ad copy experience.
- Interest or experience with data-driven marketing.
- Email/CRM experience is a plus.
- Interest in theatre and musicals.



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Work Environment and Physical Demands:

- The position is located in a climate-controlled office.
- Digital dexterity and hand/eye coordination in the operation of standard office equipment (computers, phones, photocopiers, and filing cabinets).
- The position is generally sedentary.
- Light lifting, carrying, pushing, pulling of supplies, files, etc.: generally 10 lbs and occasionally up to 25 lbs.
- Occasional stooping, kneeling, and crouching.
- Ability to speak clearly and to hear/listen to employees/patrons via the phone or in person.

Weekly Stipend:

- **\$400 a week**

To Apply:

Qualified intern candidates should submit a cover letter, resume, and two (2) writing/content samples by (Determine Deadline), to Marco Benitez, Marketing and Communications Manager, at marco@mtwichita.org, and to Angela Cassette, Managing Director, at acassette@mtwichita.org