**Mainstage Center for the Arts Public Relations/Marketing Intern**

Mainstage Center for the Arts, a non-profit 501(c)(3) performing arts organization, inspires, educates, and entertains throughout southern New Jersey. MCA began in 1989 as Summer Stage, a seven-week performing and visual arts camp, and has expanded to include show choirs; year-round performances; and studio classes in acting, dance and voice. With studios in Blackwood, Washington Township, and Glassboro, Mainstage provides a creative, vibrant, and nurturing environment for youth and adults that enriches the quality of life for the community.

**Position:** Public Relations/Marketing Intern

Mainstage Center for the Arts PR/Marketing Intern reports to the Business Development Manager. This is a non-paid, internship (May – early August, 2017)

**Application Deadline:** April 17, 2017

**Job Description:** We are seeking an intern who is reliable, creative and a strong writer to contribute to the success of Mainstage Center for the Arts’ Summer Stage and Studio program. The intern will gain experience beneficial for future employement.

**Responsibilities:**

* Assist in the writing and posting of online calendar listings for performances. These event listings are placed on a number of websites where audiences search for upcoming performances.
* Assist in writing press releases for performances and/or events.
* Assist with writing/planning social media updates.
* Attend certain evening performances to represent Mainstage at its marketing table.
* Fulfill donation requests for gift certificates to non-profits or local school events by creating and sending the certificates.
* If a licensed driver, occasionally delivering flyers to local businesses that agree to post Mainstage material and/or picking up material from our printer.
* Write short pieces for Mainstage’s electronic newsletter.
* Potentially enter updates to Mainstages mailing list.

**Qualifications**

* Enrollment in a Communications or Public Relations program
* Strong verbal and written communication skills
* Adherence to deadlines
* Ability to generate, share, and follow through on creative ideas.
* Possess laptop or tablet for independent work

**Location:** Meetings at Mainstage Center for the Arts Academy Hall, 27 S. Black Horse Pike, Blackwood and/or Lincoln Hall, Camden County College, Blackwood. Plus independent work offsite.

**Contact:** E-mail a letter of interest and résumé to Stacy Napolitano at stacy@mainstage.org with “Public Relations/Marketing Intern” in subject line.

For more information about Mainstage Center for the Arts, visit www.mainstage.org.