



Communication Internship Description This is not a paid position.

The **Communication Intern** reports to the Director of Development and Marketing. This intern should have a deep interest in communication, social media and a love for the arts. The Communication Intern will assist with administrative and hands-on tasks of social media & marketing for all exhibits and educational programming at the Quincy Art Center. Certain tasks expected of the intern will depend on the season of internship.

Responsibilities

Year Round

- Set internship hours with the Director of Development and Marketing.
- Remain courteous and kind towards members/students/instructors/volunteers at all times.
- Attend Development & Marketing meetings committee Meetings
- Assist in the planning, setting up, and implementation of events and rentals
- Update website & send e-blasts
- Write press releases
- Participate in monthly community outreach projects, such as providing free art activities on-site
- Photograph children and adult classes and workshops
- Make calls, answer phones and take messages when needed
- Schedule daily & weekly Facebook, Twitter, and Instagram post
- Perform interviews on staff, artist, volunteers & patrons
- Write a weekly blog and keep WordPress updated
- Write thank you letters and basic correspondence
- Keep Community Calendars updated
- Helping maintain and updating the house list
- Work events, fundraisers, and opening receptions/awards ceremonies
- Deliver event posters and flyers for programs
- Evaluate your experience as an intern by writing a statement that would be used to further this internship and possibly be used in QAC marketing

Specific for Fall

- Assist with the marketing for Spring programs
- Perform survey and take photos at ArtFest

Specific for Spring

- Assist with the marketing for Summer programs, especially Summer Art Camp
- Help facilitate and work the Spring fundraiser
- Participate in planning and implementing a Dogwood Parade Float

Specific for Summer

- Assist with the marketing for Fall programs
- Participate in Q-Fest, take photos and help market classes at event
- Assist with compiling statistics for the Annual Report