

Marketing Intern

Westport Country Playhouse is looking to hire a Marketing Intern to work March 26 through November 12, 2019.

The Marketing Intern provides key support for all marketing department activities including digital projects, print/digital communications, events, and promotional campaigns. The MI reports directly to the Director of Marketing and Audience Development (DMAD) and works closely with the marketing staff on a daily basis.

Responsibilities include, but are not limited to:

- Assist Marketing Director with the project management and implementation of a website redesign project.
- Provide support for monitoring website content and updates, including resizing and retouching images for use on social media and all digital platforms.
- Help work onsite during the Marketing and Community Engagement events, including Taste of Tuesday, LGBT Night, Together at the Table, Playhouse Happy Hour, and all community arts fairs and festivals.
- Distribute all posters, postcards and printed materials to area businesses and partners.
- Manage all Opening Night invitation lists and invitations, and serve as point person for all RSVPs and list management.
- May provide support in cleaning up lists for direct mail including deduping and deleting bad addresses.
- Assist with ticket sales tracking and reporting.

Above duties may fluctuate pending departmental needs.

Qualifications

- A Bachelor's degree, or an equivalent combination of education and experience
- Excellent written and verbal communication skills
- Strong organizational skills
- Well-disciplined, flexible and adaptable
- A good sense of humor and a positive attitude
- Ability to work effectively in a creative, innovative, and intellectual environment
- Love of theater
- Exceptional attention to detail and commitment to follow-through
- Social media, graphics, video, and HTML skills a plus

Compensation

Weekly stipend of \$250 plus transportation reimbursement from NYC and surrounding areas.