

## **Marketing Intern- Harris Theater for Music and Dance**

The Marketing Intern will work closely with the Director of Marketing, Public Relations Manager and Harris Theater executive staff providing support for a major non-profit performing arts institution while gaining experience in areas of marketing, promotion, publicity, data management and budgeting. Responsibilities include:

- Participating in the development of marketing initiatives, including strategic planning meetings, budgeting and materials production
- Preparing house programs
- Proofing releases and press packets
- Writing and proofing ad and marketing copy
- Monitoring budgets and managing invoices
- Assisting in the development of press relationships
- Assisting with Theater performances and special events
- Participating in staff, company partnership and Trustee meetings as appropriate
- Coordinating archival materials
- Developing and maintaining mailing lists
- Conducting group tours and participating in other community outreach activities
- Completing tasks and training in Tessitura, the industry-standard ticketing, marketing and development database used by many performing arts organizations

Undergraduates with a strong interest in the arts and the desire to pursue arts administration as a career are encouraged to apply. The ideal candidate will have excellent oral and written communication skills, organizational and computer skills and the ability to thrive in a fast-paced, independent environment. The eight-week internship will begin in early June 2008. A stipend is available. Interested candidates should submit their resumes to [intern@harristheaterchicago.org](mailto:intern@harristheaterchicago.org) by April 30, 2008.