Communications Intern – Job Description

12-20 hours/week, six-month internship

Artist Trust is a not-for-profit organization whose sole mission is to support and encourage artists working in all disciplines in order to enrich community life throughout Washington State. Artist Trust is recognized as a national model for direct funding and professional development of working artists and has invested over $10 million in individual artists throughout the state since its inception in 1986.

Internship Summary
The Communications Intern assists with all aspects of Artist Trust’s marketing, communications, and outreach initiatives and is an important part of the organization’s administrative team. The Communications Intern works closely with the Communications Manager to plan and implement effective activities that promote Artist Trust’s various programs. Major projects include strategizing new ways of engaging with Washington State’s artists, assisting with revamping Artist Trust’s membership program, and planning outreach activities to increase Artist Trust’s presence among diverse communities. This is an excellent opportunity for emerging arts administrators looking to explore the non-profit sector while building professional connections across Washington State.

Responsibilities
• Assist with implementing communications plan and building press contact list
• Draft press releases and publish engaging content on Artist Trust website, blog, (RE)SOURCE monthly e-newsletter, social media, promotional materials, and more
• Collaborate on creative ways to present the stories of grant recipients and members
• Assist with coordinating print and digital collateral and with light web design
• Available to support special projects and out of office events as needed

Benefits
• Statewide networking opportunities in the arts and nonprofit sector
• Work with a knowledgeable and ambitious team of nonprofit professionals
• Gain experience with Raiser’s Edge, Expression Engine, MailChimp, Submittable, and Adobe Creative Suite programs
• Develop communications management skills
• Access to Artist Trust programs, workshops, and events
• A letter of recommendation / reference upon successful completion of the internship

Skills and Qualifications
• Excellent verbal and written communication skills, strong attention to detail, and highly organized
• Prior experience with database entry and conducting research
• Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
• Familiar with social media platforms including Facebook, Twitter, Instagram, and Hootsuite
• Some experience with photo editing, video editing, and web design software
• Strict adherence to professional discretion and confidentiality
• An interest in non-profit communications, local art, arts administration, or non-profit administration
• Ability to work both independently and as part of a team
• A sense of humor
• Ability to commit to a six-month internship at 12-20 hours each week

Note: Applicants need not be enrolled in or a graduate of a college degree program.

Compensation
The Communications Intern will receive a $1,000 stipend after successful completion of a six-month internship.

To Apply – preference given to applications received before 6/12/2017.
Please email the following to internhiring@artisttrust.org with “Communications Intern” in the subject line:
• Cover letter describing your interest in the position, qualifications, and what you will bring to the position
• Current résumé
• Two writing sample (press release, social media post, or blog entry)
• Three professional references with contact information

Artist Trust is an equal opportunity employer and complies with all EOE and ADA requirements. We are committed to employing a racially diverse workforce. People of color, transgender and gender-nonconforming people, people with disabilities, and low-income people are encouraged to apply.