

Communications/Marketing Intern

The Communications Intern functions as assistant to the Director of Communications for the Los Angeles County Arts Commission with special emphasis on public relations and marketing functions for the Ford Amphitheatre Summer Season, a series of 100 multi-disciplinary performing arts events produced by the Arts Commission with the assistance of the Ford Theatre Foundation. Duties include:

- Liaise with Ford 2007 Partnership Program artists to track progress of marketing/pr efforts
- Compile press comp and ticket giveaway lists for performances
- Write copy for weekly e-mail blasts to ticket buyers
- Write copy for and program the electronic message board
- Assist in targeted marketing projects for the chamber music and family series
- Inventory and distribute of printed materials
- Assist in handling press inquiries
- Write copy for press releases
- Help pitch stories to and follow up with press
- Update press lists and press clipping file
- Proofread
- Man the press table at performances when needed

Skills/Requirements: Desirable qualifications include interest in the performing arts; ability to write; background in journalism/communications; good with detail; good on the phone; facility with Microsoft Word, Excel, Access, Outlook and Explorer; and ability to read, write and speak Spanish (in addition to English). Applicant must have a reliable car and be available to work during performances on weekend nights. (Comp time is given during the week to keep the workweek at 40 hours.)

Eligibility:

- Students must be currently enrolled in a community college, four-year college or university program.
- Students must be undergraduates and not scheduled to graduate before December 2007.
- Students must either reside in Los Angeles County or attend school in Los Angeles County.

Dates of Internship: The intern will participate in the Los Angeles County Arts Internship Program beginning May-June 2007 and concluding in August-September 2007.

Payment: Interns will be provided a stipend of \$350 per week for a 40-hour workweek during the summer.

To Apply: Submit a cover letter, resume, writing sample and a minimum of 2 references (with telephone numbers). The application packet should be sent, preferably via email, to:

John Anson Ford Theatres
Internship Program
c/o Ms. Ragen Carlile
rcarlile@lacountyarts.org

With "Internship Program, (candidate name)" in the subject line

Applications will be reviewed as received.

Application Deadline: April 15, 2007

Positions will remain open until filled.

For any questions: After reviewing the information on the web site, you may address inquiries by e-mail to: RCarlile@lacountyarts.org.