

# METROPOLIS

P E R F O R M I N G   A R T S   C E N T R E

Position Title:   Marketing Intern  
Department:     Education/Marketing  
Reports To:      Communications Director

General Description: Marketing internship position with a \$3 million not-for-profit performing arts institution based in Arlington Heights, Illinois. Responsible for assisting the Marketing department in development and promotion of all productions and Metropolis sponsored events.

Qualifications: Seeking degree in Marketing or Communications; exemplary collaborative and communication skills; creative and detail minded; ability to meet deadlines; proficient with Microsoft Office; knowledge and love of the performing arts.

#### Description of Duties/Responsibilities:

- Aids in expansion of the Metropolis market
- Assists with design and execution of marketing projects, i.e. press night decorations, display cases, coupons
- Learns about and utilizes website and e-marketing
- Conducts phone awareness survey
- Creates and implements an organizational structure as the Metropolis historian
- Records and monitors all reservations for press openings
- Helps with marketing mailings
- Assists in brochure distribution
- Attends all staff and department meetings
- Performs clerical duties

#### Learning Objectives:

Throughout the internship, the intern will be able to:

- Maintain effective communication with his/her supervisor and the Metropolis staff.
- Work successfully as a team player with the other members of the Metropolis staff.
- Effectively manage his/her time.
- Show a willingness to learn from and contribute to every situation.
- Display a positive attitude in the workplace.
- Utilize his/her own personal strengths for the betterment of Metropolis.

As a result of this internship, the intern will be able to:

- Gain the knowledge and skills necessary to pursue a degree or career in a field related to marketing.
- Capitalize on newly developed strengths acquired from the internship experience.

**Please fax (847.577.5992) or email (jobs@metropolisarts.com) your resume. No phone calls please.**