



Mesa Arts Center

Call for Interns: Marketing and Public Relations Intern

Position reports to:

Casey Blake, Director of Public Relations and Sean Ornelas, Director of Marketing

Approximate number of hours: 6-20

Days of Work Week: Monday – Friday (Flexible)

Start/End Hours: 9:00 a.m. – 5:00 p.m. (Flexible)

(weekly schedule to be determined between intern and supervisor).

Stipend: Intern may be eligible for a \$500 stipend upon completion of 200 hours and a specific project.

Dates of service: Internships are generally arranged on a semester basis (fall, spring and summer), but are flexible based on needs of intern and department.

Deadlines to apply: Applications are reviewed as submitted and accepted at any time.

Location: Mesa Arts Center, One East Main Street, Mesa, AZ 85201

Position description: Mesa Arts Center, owned and operated by the City of Mesa is Arizona's largest arts center, home to four theaters, five art galleries, and 14 art studios. Mesa Arts Center's mission is to inspire people through engaging arts experiences that are diverse, accessible, and relevant.

MAC Internships: include personal career mentoring from/by MAC staff; are eligible for university credit (course/credit must be arranged prior to internship with your university advisor); provide opportunities to interact with internal departments of Mesa Arts Center; and must register with the City of Mesa Volunteer Program, including background check and fingerprinting.

Interns should: have strong organizations skills and the ability to prioritize; possess exemplary verbal and written communication skills; be resourceful self-starters, able to problem solve; and be comfortable working with Microsoft Office products.

Specific duties/responsibilities: Marketing and Public Relations Intern:

- Writing press releases and media advisories
- Submitting content ideas for social media
- Writing and maintaining blog
- Concert/event promotion
- Graphic design
- PR/Marketing research
- Creating, updating and maintaining marketing contact databases
- Creating, distributing, and coordinating press kits and marketing materials

- Attendance at some Mesa Arts Center events
- Research and compile resources related to marketing, social media, public relations, etc.
- Other marketing and administrative duties

Questions: Contact Casey Blake, Director of Public Relations, 480-644-6620, casey.blake@mesaartscenter.com.

Submission: If you are interested, please submit the following via email or mail.

- A one-page letter of inquiry, speaking to coursework, experience or interest related to post
- A resume or CV
- A list of at least three professional/academic references (letters of reference not required)

Email your materials to connect@mesaartscenter.com. OR mail your materials to: Mesa Arts Center, One East Main St., Mesa, AZ 85201, ATTN: Casey Blake.

Internships at Mesa Arts Center are designed to help college students gain practical, professional experience and to augment their academic knowledge. Emphasis is placed on offering a variety of “hands-on” experiences for interns by providing a valuable perspective on the inner workings of a performing and visual arts center and a successful business environment – from daily operations to long-range planning – in a variety of areas.

The City of Mesa respects, values, and welcomes diversity in our workforce. To this end, we encourage all interested people to apply.