



Marketing and Communications Intern

Cleveland-based Burning River Baroque presents cutting-edge programs about issues that are on the forefront of social change. Inspired by the tremendous environmental reform that occurred after the Cuyahoga River burned, they throw open the doors of the concert hall to all audiences by offering most concerts for free/by donation and performing in both traditional and non-traditional venues. They involve the audience in the drama unfolding onstage by demonstrating the profound connections between issues in the baroque era and those of modern times, and they commission a new composition each season to further fuse together ideas of the past and present. www.burning-river-baroque.org.

Position: Marketing and Communications Intern

Description: Burning River Baroque seeks a dynamic self-starter to assist with marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a local non-profit arts organization.

Responsibilities:

1. Update and maintain Burning River Baroque's social media presence
2. Assist with editing press releases and mass emails for concert notices and annual giving campaign
3. Distribute press releases, media alerts, and other concert promotions to online listings
4. Update the Burning River Baroque website regularly
5. Reach out to community organizations, the general public, and donors to promote concerts and fundraising
6. Collaborate with the co-directors on new ideas, directions, and venues for marketing and communications to engage new audience members and donors

Qualifications:

1. Firm grasp of available tools and platforms in the social media space
2. Completed or working toward a college degree in a related field (e.g. Marketing/Communications, Public Relations, Arts Administration, etc.)
3. Maintain an overall GPA of 3.0 or higher
4. Previous related experience is a plus
5. Must be computer literate; working knowledge of Microsoft Office, Google docs, and photo editing software required; knowledge of Wix desired
6. Effective and professional oral and written communication skills
7. Self-motivated; good organizational skills; detail-oriented; ability to prioritize tasks and meet deadlines
8. Enthusiasm for the mission of Burning River Baroque

Start Date: Position open until filled; requires 3 – 6 month minimum commitment

Hours: 5 – 10 hours/week; **all work can be completed remotely**; weeks leading up to performances and the annual giving campaign have a higher volume of work than other weeks

Compensation: This is an **Unpaid/Volunteer** Internship. If your university offers college credit for an internship, we will happily provide documentation of your work and help you to meet your requirements.

To Apply: Please send a cover letter and resumé to directors@burning-river-baroque.org