



EVENT PLANNING & MARKETING INTERNSHIP RESPONSIBILITIES

ABOUT ART HOUSE DALLAS

Art House Dallas provides artist care, community, and development for all individuals seeking to lead creative lives so that they might be a force of good in their immediate and greater communities. Central to our mission of Cultivating Creativity for the Common Good, Art House Dallas believes in the power of creativity to form a more thoughtful, compassionate, and united Dallas. We accomplish our mission by fostering community amongst individuals, believing that their rich artistic expression will serve to bring a greater sense of community to our city. Our programming reaches individuals across many genres of the arts including: music, literary composition, visual art, design, and more.

DESCRIPTION

The ideal candidate should be currently enrolled in college studying marketing, business, or communication, over similar field. The individual should be well-organized, hard working, self-sufficient, extremely reliable, have a strong interest in the arts, and want to work in an open creative environment. The Art House Dallas intern assists in the planning and development of activities and materials designed to increase awareness of the organization. The intern will support Art House Dallas in its work by creating materials (articles, advertisements, e-marketing content, etc.) and assisting with Art House Dallas events.

QUALIFICATIONS

- Ability to multitask
- Interest in marketing and events
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Must be able to interact with people of all levels within and outside the company with poise and professionalism
- Exceptional communication skills and strong writing skills required
- Experience with Google Docs, Photoshop, and HTML preferred
- Social media knowledge (Facebook, Twitter, Instagram)

AVAILABILITY

Interns are expected to work 2-3 days per week with flexibility. Some travel required as well as event attendance expected.

COMPENSATION & START DATE

College credit. This is a non-paid internship. Fall, Spring, and Summer internships are available.



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APPLICATION PROCESS

Please submit resume and cover letter to info@arthousedallas.com

REQUIREMENTS

- Make Daily and Weekly To-do list
- Attendance required for all Art House Dallas Events
- Update and manage personal calendar & Art House Google Calendar
- Maintain office dress: casual to business casual
- Read all books and essays assigned by specific due date

Events

- Assist Programs Manager with all events—set-up, breakdown, production schedules, correspondence with artist, etc.
- Marketing & Events Intern must be available for all AHD events during the semester

Mailchimp / Social Media

- Compile and make a list of interested volunteers based on specific mediums
- Help write marketing language for Art House events & monthly newsletter
- Input data/event information into MailChimp
- Create weekly social media plan, morning & afternoon posts.

Resources & Misc.

- Maintain updated list of both DFW resources and books, articles, and websites.
- Research and update list of DFW event venues.

ADMIN

- Manage all email correspondence from [events\(at\)arthousedallas.com](mailto:events(at)arthousedallas.com)
- Maintain google doc files associated with various tasks.