

Quincy**Art**Center

Communication Internship Description This is not a paid position.

The **Communication Intern** reports to Jennifer Teter, Executive Director & Curator, and Lana Rabe, Director of Development and Marketing. This intern should have a deep interest in communication, social media and a love for the arts. The Communication Intern will assist with administrative and hands-on task of social media & marketing for all exhibits and educational programming at the Quincy Art Center. Certain tasks expected of the intern will depend on the season of internship.

Responsibilities

Year Round

- Set internship hours with the Director of Marketing.
- Remain courteous and kind towards members/students/instructors/volunteers at all times.
- Attend Development & Marketing meetings committee Meetings
- Assist in the planning, setting up, and implementation of events and rentals
- Update website & send e-blasts
- Write press releases
- Participate in monthly community outreach projects, such as providing free art activities on-site
- Photograph children and adult classes and workshops
- Make calls, answer phones and take messages when needed
- Schedule daily & weekly Facebook, Twitter, and Instagram post
- Perform interviews on staff, artist, volunteers & patrons
- Write a weekly blog and keep WordPress updated
- Write thank you letters and basic correspondence
- Keep Community Calendars updated
- Helping maintain and updating the house list
- Evaluate your experience as an intern by writing a statement that would be used to further this internship and possibly be used in QAC marketing

Specific for Fall

- Assist with the marketing for Spring programs
- Perform survey and take photos at ArtFest (Saturday, Sept. 19, Noon to 5 p.m.)
- Go to schools and take photos of the smART Kids: Art Mentor Program
- Assist with the making of a Holiday Card campaign and holiday sales
- Deliver posters for ArtFest and the Exhibit Openings to area business
- Work the opening reception/awards ceremony on Saturday, Nov. 21
- Add and update artist information to website

Specific for Spring

- Assist with the marketing for Summer programs, especially Summer Art Camp
- Photograph the smART Kids: Art Mentor Program in the gallery and studio
- Help facilitate and work the scholarship dinner
- Participate in planning and implementing a Dogwood Parade float to market QAC programs
- Assist in the marketing of the January Exhibit
- Work the openings on Friday, Jan. 29 and Friday, March 18 from 7 -9

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- Help market the Annual High School Art Competition Exhibit by: contacting schools, art teachers, students, press releases, local media

Specific for Summer

- Assist with the marketing for Fall programs
- Participate in the Midsummer's Art Faire, take photos and help market classes at event
- Photograph Summer Art Camp
- Assist with compiling statistics for the Annual Report
- Help facilitate the marketing for the summer exhibit opening