Wisconsin Union Theater Communications Intern

This position is available immediately, 8-12 hours/week. $9.26/hour. Please see “Intern Duties” below.

Please respond with a cover letter, resume, at least two video samples and an animation sample, two writing samples and at least two samples of other marketing-related work. Deadline: 10/23/17.

Applications will be evaluated as they arrive and the position may be filled before deadline.

The Communications Intern is supervised by and assists the Wisconsin Union Theater Communications, Community Relations and Publicity Director. The intern may also serves as the liaison to the Wisconsin Union Directorate Performing Arts Committee.

Communications:
- Write press releases
- Prepare show playbills
- Develop relationships with student newspapers and work with them to carry coverage of theater’s arts events
- Place theater events on community and university calendars

Social Media
- Manage and contribute to social media accounts
- Plan social media schedule
- Create Facebook events for all shows
- Check and report analytics
- Photograph original content for instagram/twitter

Community Relations
- Create lists of contacts for individuals or groups relevant to upcoming shows/events and email them
- Identify groups who may be interested in coming to varied show

Webpages
- Manage webpages, to include creating event pages for upcoming shows and editing existing pages with new or changing information
- Write copy for artist’s descriptions on event pages

Newsletters/blasts
- Create newsletter to highlight upcoming shows/events
- Occasionally send blast for upcoming shows/special offers on tickets

Archives
• Scan and save press coverage and other content written about our shows

Blogs
• Write assigned blog posts about upcoming shows

Staff Theater Events
• Remote festivals
  • Staff table with materials and interactive activities
  • Talk with community members about Theater events for the season
  • Encourage people to sign up for newsletter
• Shows in Shannon Hall/Play Circle
  • Prepare table with materials for upcoming shows in lobby
  • Set up TV with recent video content for patrons entering the theater to view
  • Miscellaneous last minute tasks/answer patrons questions

Work with students committee:
• Maintain connection between the WUD Performing Arts Committee and the Communications and Community Relations Director
• Plan and execute creative activities in conjunction with the Performing Arts Committee
• Organize and execute flyering and chalking promotions for shows
• Work with other student organizations to co-sponsor events