

Niswonger Performing Arts Center of Northwest Ohio 2009 Marketing College Internship Job Description

Objective: To help promote the Niswonger Performing Arts Center of Northwest Ohio to the surrounding region while learning skills related to marketing, advertising and promotion.

Hours: 12-15 hours per week. Typically 3 days per week. Schedule negotiable.

Compensation: Internship position is not compensated, but any required or necessary paperwork will be completed to provide college credits. Intern will also receive 4 complimentary tickets to a performance of their choice during the season.

Supervisor: Marketing Director

Program Eligibility & Submission:

- Students interested in the field of marketing/communications/theatre
- Cumulative GPA of 2.0 or above
- Beneficial, but not necessary: some web design/graphic design background (pc format/dreamweaver)
- Must enjoy working with public sector
- Complete application
- Two letters of recommendation
- One-page essay about what student hopes to gain from internship
- Submission of requirements for internship completion/credit
- Interview with Executive Director & Marketing Director

Responsibilities:

- Report to work on time
- Gather seasonal media & demographic research
- Help develop marketing plan for upcoming season
- Develop press releases
- Compile mailing list for a quarterly newsletter
- Design & complete summer newsletter
- Assist with development of social network sites and website maintenance
- Assist with shows in various capacities – backstage, volunteer, box office, etc.
- Assist with summer park series
- Customer service in the box office – selling tickets one day per week
- Assist with and perform any other duties as needed or assigned by the Marketing Director

For more information contact Cheri Oechsle, Marketing Director at 419.238.6722 or interested applicants can email: marketing@npacvw.org. Application available online at www.npacvw.org



Marketing Internship Application

Please complete and return to:

Cheri Oechsle, Marketing Director, NPAC, 10700 SR 118 S., Van Wert, Ohio 45891 or email:
marketing@npacvw.org

Name:

College/University:

Year in school:

Major field of study:

GPA:

School address:

Home address:

Phone:

Cell phone:

Email:

Birthdate:

Have you previously interned anywhere, and if so where?

What extra-curricular activities/clubs are you involved with?

Are you available on weekends?

References: (please list 2 people & their phone numbers who are not relatives)

1)

2)

Please return this completed form, two letters of recommendation from a previous employer or professor, your requirements for internship credit and a one page essay on what you hope to gain from an internship with us. Internships are available year-round.