



# Marwen Communications Intern

**Status:** 21 hours/week (March - July 2019; 6-month duration)

**Reports to:** Senior Manager of Communications

**Who we are:**

Marwen educates and inspires young people from under-resourced communities and schools through the visual arts. Marwen provides out-of-school visual art, college planning, and career development programs year-round to students from nearly every neighborhood in Chicago. The 8-studio facility is located in River North at 833 North Orleans. Practicing artists design and lead courses in a wide-range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media). Marwen is a highly collaborative organization in which all initiatives reflect the creativity of the organization. For more information, visit [www.marwen.org](http://www.marwen.org). Marwen is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.

**About the role:**

The Communications Intern is a creative contributor who develops and delivers compelling digital content with the goal of amplifying the voice and visibility of the organization. The Communications Intern will support targeted efforts, including media relations, social media campaign development and implementation, digital data tracking and reporting, advertising and email marketing campaigns, photography and video projects, and special event support.

This position requires conceptualizing, writing, planning, and implementing key promotional messages and materials, including participant profiles, press releases, eblasts, social posts, and more. This role -- which has a balance of data entry, administrative tasks, and creative work -- affords an opportunity to develop ownership of projects over the course of the internship. This paid position would work three 7-hour days per week (21 hours) for approximately 6 months.

**Responsibilities:**

- **Storytelling:** document, organize, write, and edit content to showcase how Marwen makes a difference in the lives of students and an impact in Chicago
- **Writing:** draft press releases, social media posts, and communications plans that promote Marwen's story and give voice to our students
- **Project management:** conceptualize and plan social media campaigns for educational programs, events, and branding efforts; maintain press contact list and weekly analytics dashboard; and manage special projects as determined by the Sr Manager of Communications
- **Design:** create assets to be used in social media posts and campaigns

- **Manage Quarterly Digital Performance Reports** – track and pull data, develop and update charts or visuals, write summaries, and deliver final reports
- **Research:** seek new media outlets for PR efforts, build community partner contacts; one-off projects as requested
- **Outreach:** pitch journalists stories, connect with community partners on Marwen promotions; represent Marwen with staff at outside events (i.e. school resource fairs or community events)
- **Event support:** assist with set up, photography, video, and misc assignments as needed at Marwen events, including Paintbrush Ball (annual gala), exhibition opening receptions, new student orientations, and more.
- **Meeting support:** attend and occasionally present at staff, student board, trustee, and other organizational meetings (during work hours)
- As needed, perform additional administrative tasks as necessary to support the effective operation of the Communications office

#### **Qualifications:**

- Must be culturally competent and possess the ability to navigate spectrums of Chicago communities, including African American and Latino.
- Must demonstrate sincerity and respect in all interactions with youth and adults.
- Graphic design experience with Adobe Creative Suite is preferred
- Proficiency in Spanish, especially writing, preferred but not required
- Strong interest in pursuing a career in nonprofit arts, cultural, or creative youth development communications
- Previous internship experience in an arts organization, nonprofit, or communications-specific role is preferred, but not required
- Superb organizational and/or project management skills
- Strong written, verbal, and problem-solving skills
- Demonstrated interest in the visual arts, arts education, and/or creative youth development
- Knowledge of cultural and/or creative social platforms, publications, radio, and other media resources preferred, but not required
- Familiarity with Mac operating systems, Google systems
- Experience with database work, data-entry, or spreadsheet management preferred
- Ability to manage several projects at once; deadline oriented; comfort in working independently and in collaboration with various teams

Deadline for submissions is February 23, 2019. Interested candidates can send a resume and cover letter to Kennon Reinard, Senior Manager of Communications, at [kreinard@marwen.org](mailto:kreinard@marwen.org). No phone calls, please.