



Communications Internship

Spring 2018 Semester

Position Description

The Communications intern is a part-time unpaid practicum. The intern reports directly to the Director of Communications and learns about the successful promotion of the events and programs of the Baltimore Office of Promotion & The Arts (BOPA).

The internship is designed to provide the student with a broad-based learning experience, so that they are exposed to the communications skills needed for the promotion and marketing for events of a national caliber. The Director of Communications works with the student to identify projects that meet their educational and career goals. Projects may include:

- Assisting with drafting social media posts to promote BOPA's festivals, events, exhibitions and programs
- Assisting with drafting of press releases and media advisories as needed
- Contributing to a social media editorial calendar to ensure content is current and up-to-date
- Filing and tracking of media clips as needed
- Submitting content to online calendars to promote BOPA's festivals, events, exhibitions and programs
- Undertaking other projects and research as needed for the Communications Department within the Baltimore Office of Promotion & The Arts

Qualifications

- Current college –junior or senior–or graduate students are eligible to apply. **Applicants who are not registered students are not eligible.**
- Major in Communications or related program
- Excellent oral and written communications skills; able to provide outstanding customer service to organization
- Ability to multi-task; superior attention to detail; strong organizational and analytical skills
- Familiarity with social media
- Working knowledge of Microsoft Office applications.

Hours & Compensation

- Must be available at least two days per week or the equivalent of at least 14 hours per week; BOPA is open Monday to Friday from 9:00am to 5:00pm.

- This is an unpaid position.
- Student is highly encouraged to be available for part of Light City 2018, April 14 – April 21.
- Intern may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Parking or Monthly Transit Pass to Downtown Baltimore may be provided pending availability.

To Apply for an Internship:

Please send your resume, cover letter, and portfolio by email to: Megan Bosse at mbosse@promotionandarts.org. In the Subject Line of your email, please identify the name of the internship and the semester for which you are applying.

Application Deadlines:

Application due no later than December 1st, 2017.