



Program: **Salazar Arts Internship Program**
Position: **Marketing, Sales & Communications Intern**
Status: 8-week paid internship; 20 hours per week
Duration: Summer Program June 3, 2024 – July 31, 2024
Reports to: Director of Marketing
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002
Compensation: \$15.00/hr

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#).

The **Marketing, Sales & Communications Intern** will gain experience in marketing, sales, and communications through hands-on experience and structured learning opportunities at Performing Arts Houston—an organization presenting touring artists from around the world.

The goal of the internship is to provide real world experience that will accelerate the applicant's career. A range of projects are available in the areas of marketing and digital strategy, public relations strategy, audience retention and engagement, messaging and communications strategy, revenue growth strategy, branding, data analysis, and social media.

The Marketing, Sales & Communications Intern position reports directly to the Director of Marketing and will work closely with the Marketing, Sales & Communications team. The intern can expect to interface with other key staff members across departments. The intern will also work with volunteers and other interns.

This position is an eight (8) week, paid, part-time internship beginning on June 3, 2024 – July 31, 2024. The intern is expected to work 20 hours per week, scheduled Tuesday through Thursday, from 9:30AM – 4:00PM. Some evenings or weekends are required, depending on PAH presentation schedule and special events. The intern should have a reliable form of transportation, as some local travel is expected. Parking in the Theater District Parking lot will be provided by PAH.

Potential interns must pass a background check and provide proof of COVID vaccination and booster.

Primary Responsibilities:

The intern's responsibilities will include (but are not limited to) the following:

- Projected tailored to the intern's interests, skills and experiences, including but not limited to: marketing campaign implementation, design and branding support, copywriting and messaging, digital content creation, press release building, marketing production calendar management, market research, sales and other data analysis
- Work alongside Performing Arts Houston staff; potentially audience members and stakeholders as well
- Other duties as assigned

Essential Skills/Qualifications:

The ideal candidate will be a currently enrolled undergraduate student who will be returning to college as a junior or senior in the fall of 2024.

The best candidates have good writing ability, good attention to detail, and a curious mind. Applications like Microsoft Office Suite will be used, and possibly other tools for creating patron emails and working within our ticket sales database.

If you think you can excel in this role, even though you do not meet 100% of the qualifications, we encourage you to still apply. Performing Arts Houston is committed to considering a broad range of applicants for this position.

How to Apply:

Interested candidates should send an email with the subject line "Salazar Arts Internship Program" to education@performingartshouston.org with the following:

- A cover letter addressing your interest in the Salazar Arts Internship Program. The letter should also address the specific department internship positions for which you are applying
- A resume
- A copy of unofficial transcripts
- One letter of support from an arts administrator or faculty member from your school
- Please apply by or before 6:00PM on April 26, 2024