



Program: **Salazar Arts Internship Program**  
Position: **Marketing, Sales & Communications Intern**  
Reports to: Director of Marketing  
Location: Performing Arts Houston, Jones Hall, 615 Louisiana St, Houston, TX 77002  
Compensation: \$17.00/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 work with other key staff members across departments. The intern will also work with volunteers and other interns.

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.