



Internship

Morahan Arts & Media internships include projects that fall under the company's spectrum of services as an established marketing and public relations agency serving the performing arts sector. Interns receive weekly task lists and have regular check-ins with their supervisors, and are expected to assist with a variety of projects pertaining to social media, publicity, marketing and database maintenance. Internships are remote and interns typically work a minimum of 10 hours per week. Interns may receive college credit from their institution; paid positions may be available.

Responsibilities may include:

- Submit event listings to regional and national online calendars
- Format and proofread press releases for national distribution
- Submit press releases to industry news websites
- Update press coverage tracking sheets and maintain press clip books
- Edit videos and create graphics for social media and e-newsletters
- Prepare monthly social media content calendars
- Write and schedule posts to social media platforms
- Manually post to social media and regularly monitor accounts
- Pull data for monthly digital reports
- Draft and format e-newsletters/e-blasts
- Complete research and archival projects

Qualifications include:

- Current college student or recent graduate with a strong background in the performing arts
- Excellent written and verbal communication skills
- Efficient, detail-oriented individual
- Proficiency with graphic design and video editing preferred
- Well-versed in all social media platforms; interest in and knowledge of latest social media trends

Application instructions

To apply, please send a cover letter and resume to Katlyn Morahan at katlyn@morahanartsandmedia.com. Please include a sentence about your favorite concert or performance you saw in the last six months and why.