

Cannon Beach Arts Association Intern Job Description

The Cannon Beach Arts Association is seeking a part-time marketing intern to implement multiple marketing projects between the months of October and March. There is a possibility of working remotely for but the successful candidate will work at least one day per week in our mid-town Cannon Beach Gallery. The position pays \$12 per hour for 15 to 20 hours per week.

The purpose of this internship is to provide work experience in social media and traditional marketing in the arts field. We will also provide training in grant writing and provide the opportunity to write at least one grant for a nonprofit. There is a possibility of extending the position with successful grant funding.

To apply please send a cover letter explaining how you would be a good fit for this opportunity and how this position would strengthen your academic experience. Please also include a resume and a link to your digital portfolio and at least one social media account you manage (can be your own). All materials are due by September 23 at 5 pm. Interviews will follow shortly thereafter and the position is expected to begin on October 1, 2017. The position is opened until filled.

Tasks Include:

- Post show and event information to Facebook and Instagram
- Conduct interviews for website and newsletter
- Film for Youtube channel
- Photograph art for social media and website
- Write two blog posts per month
- Writing press releases
- Coordinate catalogue, brochure, and card printing
- Setup and teardown for events and workshops
- Grant writing

Minimum Qualifications:

- BS or BA in Art, Art History, Marketing, Arts Management, or related field or enrolled in a 4 year or graduate program, or related work experience
- Working artist with online digital presence in portfolio and social media form
- Full time Tillamook or Clatsop County resident
- Experience with graphic software and ability to learn new design programs
- At least 1 year of marketing experience in the art field