Marketing Internship

KCVLAA is a nonprofit, 501(c)(3) organization that provides legal and accounting assistance to qualifying artists and arts organizations from all creative disciplines. Our ArtSmarts program provides seminars in arts law to help artists avoid common pitfalls in their professional arts careers.

The internship is available in Fall & Spring semesters – Summer semesters are negotiable.

Typical Marketing Intern duties include:

• Identifying and reaching out to potential organizations for co-sponsoring KCVLAA’s programming and development of new KCVLAA programming.
• Facilitating outreach efforts by researching potential new corporate and law firm partners, and advertising and exposure opportunities.
• Assisting with grant research by identifying target foundations and organizations and their eligibility criteria and application requirements and drafting applications for grants, funding, project proposals, and letters of inquiry.
• Developing ideas & content for social media and website and co-managing the social media platform with the Executive Director.
• Providing general administrative support to the Executive Director, including:
  o Responding to e-mails and phone calls.
  o Photocopying.
  o Participating in some meetings and conference calls.
  o Conducting research and writing.
  o Drafting letters.
  o Other projects as assigned.

Qualifications:

• Social media savvy.
• Fresh thinking and creative.
• Passion for creating engaging content.
• Commitment to learning about our mission and providing energetic public outreach.
• Outstanding interpersonal and communication skills.
• Excellent research, writing, analytical and communication skills.
• Knowledge of Dreamweaver preferred.
• Initiative and determination to see projects through to completion.

Internship Objectives:

• Gain real world experience in crafting the written message of a non-profit organization through multiple communication channels.
• Achieve professional development in a business setting.

Compensation:

This is an unpaid internship. We are happy to provide school credit if applicable.

To Apply:

Kansas City Volunteer Lawyers & Accountants for the Arts
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816-974-8522