

Marketing Intern

About InterUrban ArtHouse

The InterUrban ArtHouse is a 501 (c) 3 Community Cultural Arts Center, located in Historic Downtown Overland Park, Kansas. The mission of the ArtHouse is to enrich the cultural and economic vibrancy of the community by fostering connections among artists and the public that ignite the creative spirit.

Our five programs currently serve over 4,000 individuals each year and include:

- **ArtWorks:** Entrepreneurial educational programs offering artists and small businesses professional development, collaborative workshops, classes, training opportunities, and affordable studio spaces to create and expand their entrepreneurial capacity.
- **ArtMatters:** A studio practice and aesthetic development program offering artists a space to present, receive critique, collaborate, and to teach or take technique workshops
- **ArtsConnect:** A multi-sector alliance (residents, merchants, government, non-profits, organizations and other community members) to increase civic engagement and cultural opportunities for the area, including events, workshops, exhibitions, performances and panel discussions.
- **ArtHeals:** Licensed art therapists and Master's degree students provide innovative, creative workshops and programs for both physically, emotionally and/or cognitively challenged people as well as the general public, designed with therapeutic protocols.
- **ArtSmart:** An educational program that exposes public school students to local professional artists through classes, workshops, assemblies, festivals, and mentorships.

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Social Media focus includes:

- Assist with social media engagement by helping manage InterUrban ArtHouse social channels.
- Drafting and editing copy for social channels.
- Monitoring social media web analytics on a weekly basis (e.g. page views, twitter followers), and provide reports of growth and other activity.

Marketing/advertising focus includes:

- Engaging with IUAH Team on a regular basis to brainstorm ideas for new and innovative marketing and social media campaigns.
- Assist with gathering data for marketing reports.

General responsibilities include, but are not limited to:

- Researching industry-specific sites (blogs, forums, etc) for relevant marketing information.
- Maintaining marketing program files.

An ideal candidate must:

- Be responsible, flexible, hard-working, ethical, and committed to the mission of InterUrban ArtHouse
- Possess a high level of organizational skills and be detail oriented
- Be able to juggle multiple tasks
- Must have excellent written and verbal communication skills.
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect Excel, PowerPoint and Adobe Acrobat; knowledge of InDesign and Photoshop a plus.
- Be able to operate standard office equipment (fax, photocopier, etc.)
- Consent to a background check and have a current driver's license and clean driving record.
- Knowledge and experience with Facebook, Twitter, YouTube and other social media platforms.
- A background, strong interest or knowledge of; fine art, art education or creative industry.

Time commitment: Minimum of 15 hours per week; minimum 3 month commitment, with 6 months desirable.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To apply: E-mail cover letter, resume, and writing sample to: To apply: E-mail cover letter, resume, and writing sample to: angi@interurbanarthouse.org