



## COMMUNICATIONS AND MARKETING – INTERNSHIP

**Status:** Internship  
**Contact:** Jake Sinatra, manager – special projects & communications  
**Duration:** 12 Weeks, May to August 2020  
**Hours:** Up to 20 hours per week  
**Stipend:** \$12.50 per hour

### Internship Scope

Work with Cuyahoga Arts & Culture’s team to raise awareness and contribute to the organization’s strategic communications through marketing, social media and administration.

### Key Projects & Essential Functions

Advance the ongoing communications efforts of the agency, including:

- Support organization-wide social media activities, leading discrete projects when necessary
- Work with staff to identify CAC-funded events and opportunities to feature and promote
- Create original written and/or visual content for weekly publishing on CAC’s online platforms
- Assist with efforts to connect residents to Cleveland Arts Events.com, CAC’s online calendar of events

### Qualifications/Skills Needed

- College/University “sophomore” equivalent or higher, with a preference for experience or coursework in communications, marketing or public relations
- Strong written and verbal communication skills
- Knowledge of social media trends, tools and platforms
- Well-organized and detail-oriented
- Self-starter with an ability to complete tasks with minimal supervision
- Interest in arts and culture sector and community events
- Inquisitive, sense of humor, positive attitude and willingness to accept feedback

**Location:** The Cuyahoga Arts & Culture offices are located in Playhouse Square (Bulkley Building, 1501 Euclid Ave, Cleveland, OH 44115).

### About Cuyahoga Arts & Culture

Cuyahoga Arts & Culture (CAC) is one of the largest local public funders for arts and culture in the nation, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Since 2007, CAC has invested more than \$193 million in more than 420 organizations both large and small, making our community a more vibrant place to live, work and play. For more information, visit [cacgrants.org](http://cacgrants.org).

### How to Apply

Please submit a resume and cover letter to [application@cacgrants.org](mailto:application@cacgrants.org). In your cover letter, please indicate how you learned about this opportunity. No phone calls, please. CAC is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Individuals of color, women, and those who identify as LGBTQ or other diverse identities are encouraged to apply.