



OKLAHOMA • VISUAL
ARTS • COALITION

PR/MARKETING INTERN

Gain experience with non-profit marketing. The intern will assist in conducting market research efforts for an organizational brand analysis project and focus group to take place in the spring of 2016.

Additional Responsibilities:

- Assist with marketing efforts for special events, exhibitions, and fundraisers.
- Assist with *Art Focus Oklahoma* mailings, record keeping, and archive management.
- Assist with preparation for outreach efforts and information tables at public events.
- Supporting the execution of special events as needed.
- Assisting with membership recruitment and management, including maintenance of the organizational database.
- Opportunities to design promotional materials for events and programs, including ad copy, postcards and other promotional material (if desired).
- Other duties as assigned.

Benefits:

1. Monthly shadowing of arts professionals.
2. Attend Marketing Committee meetings.
3. Knowledge of local and national arts organizations and marketing professionals.
4. Attend workshops, openings, and ticketed events at no cost.
5. At the completion of the internship term, intern will be given a complimentary membership to the Oklahoma Visual Arts Coalition for one-year (Individual or Student, respectively). For the related benefits of membership, please visit: <http://ovac-ok.org/get-involved/>

Candidates must commit to a minimum of 8 hours per week during the semester.

Can offer school credit if coordinated by college.