



## **Marketing & PR Internship**

Skylight Music Theatre offers a part-time, unpaid internship to college students and recent graduates who plan to pursue a career in arts administration, non-profit administration, theatre, marketing or advertising. Interns work closely with the marketing team and other departments. Semester-long, summer, and seasonal internships available.

## **Description**

Interns are involved in day-to-day operations of the marketing department. Duties may include:

- Research, writing, editing and proofreading
- Creating digital newsletters and social media content
- Supporting community outreach efforts and assisting at special events
- Updating online media calendar listings
- Researching media contacts and updating media database
- Tracking media articles and reviews

## **Preferred Qualifications**

- Outstanding written and verbal communication skills
- Organized, detail-oriented and ability to multi-task
- Keen graphic and visual sense
- Good with people and self-motivated
- Experience with social media (Facebook, Instagram, Twitter, YouTube, etc.)
- Video/photography/graphics skills a plus
- Educational emphasis in PR/Marketing, Journalism, Theater or Arts Administration
- Knowledge of Microsoft Office, including Word, Excel, Outlook, PowerPoint

## **Additional information**

- Unpaid.
- Approximately 10-15 hours per week. Flexible during business hours of 9am-5pm Monday-Friday. Night and weekend hours may be involved, but not required
- Internships may be partially remote.
- Interns receive tickets to Skylight productions during their internship

## **About Skylight Music Theatre**

- Skylight Music Theatre is in its 63<sup>rd</sup> season in 2022-2023.
- Skylight's mission is to bring the full spectrum of music theatre works to a wide and diverse audience in celebration of the musical and theatrical arts and their reflection of the human condition.
- Skylight is located in the Broadway Theatre Center, 158 N. Broadway, in Milwaukee's Third Ward.

Please send resume and cover letter to Morgan Pankratz, Marketing Manager, at

[MorganP@skylightmusictheatre.org](mailto:MorganP@skylightmusictheatre.org)