



Job Description

Digital Marketing & Communications Intern

Organization Summary

The Unusual Suspects Theatre Company's mission is to mentor, educate, and enrich underserved youth through the creation of collaborative original theatre. Our vision is a world where all youth are given the opportunities they need to succeed.

Job Summary

The Digital Marketing & Communications Intern will work closely with the Development Department on our 2019 "unusual" 26th Anniversary campaign in celebration of over two decades of life-changing arts education, mentorship, and community-building. This undergraduate intern's primary duties are to create and curate written, visual and/or video content using both archival materials and by conducting interviews with current and past US participants to be disseminated via our website, on-line communication channels, e-blasts, print, and at fundraising events.

The ideal candidate has exceptional writing, communication, and research abilities, as well as a journalistic sensibility to create compelling content — including infographics — for blog posts, the agency's website, and social media platforms. The Digital Marketing & Communications Intern's work will be seen by thousands of funders and supporters, and is a unique opportunity to tell the story of our incredible growth over the past 25 years and have a vital impact on the future growth of our programs. The internship requires a high level of creativity, attention to detail, and project management skills in order to successfully complete the 10-week project.

Qualifications

- **Must be currently enrolled in a community college or 4 year undergraduate program**
- Must reside or attend college in Los Angeles County
- Must have completed at least one semester of college by June 1, 2018 or will complete their undergraduate degree between May 1 – September 1, 2018
- Applicant cannot have previously participated in the Los Angeles County Arts Internship Program
- Must be able to legally work in the United States

Duties and Responsibilities:

- Meet with US staff to obtain an in-depth understanding of issues and programs to be featured in the content. Review available written information to gain knowledge about programs & achievements.
- Work closely with the Development/Communications Department to understand & assess US's current visual content collection & synthesis methods.
- Assess US's current online presence, collaborate with staff to create ideas for new marketing content and, with direction from staff, implement new strategies.
- Go through US archives, curate material for the generation of new creative content, and building a content library.
- Write & produce various types of shareable content for use on our website, on social media outlets and in e-blasts that educate/entertain our audience.
- Attend US workshops, culminating performances and other identified program activities to take photos/footage and/or conduct relevant interviews in order to obtain content for potential marketing/communication materials.
- Collect previously-analyzed agency data, outcomes and other statistics to be presented in compelling infographics that visually tell our story.
- Possibly edit footage & publish video content (dependent on applicant skill-set).
- Possibly create compelling graphics to be used on various online platforms and physical displays (dependent on applicant skill-set).
- Attend and participate in Development, Communication & US staff meetings.

Desirable Skills

- Exceptional communication and organizational skills Strong educational background/experience in Marketing, Communications, Journalism, Graphic Design, Social Media development
- Experience creating written, visual and/or video content for online marketing purposes and have demonstrated writing, proofreading and research skills
- Detail-oriented, punctual, flexible and conscientious
- Excellent time-management skills
- Ability to work independently to complete projects
- Must demonstrate basic computer skills and have experience with Microsoft Word and Excel
- Adobe Creative Suite (Photoshop, InDesign, etc), iMovie and WordPress experience is highly encouraged
- Creative thinker with investigative sensibility
- Some knowledge of/interest in Theatre Arts, Arts Education, and Non-Profits
- Strong commitment to social change through community empowerment and the arts
- Personal values align with the vision and values of the Unusual Suspects organization
- Bilingual English/Spanish is a plus
- Candidate MUST have a car and a valid driver's license

Physical Requirements & Work Environment:

Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. This position works primarily in the US administrative office but must be willing to use personal equipment such as cell phone if working remotely.

Salary & Schedule

- Consecutive 10-week internship between June 4, 2018 and August 24, 2018
- Chosen candidate will be paid a total of \$5,300 (\$13.25/hour)
- Position is expected to work 40 hours per week. Candidate must be open to work a flexible schedule, including some evenings and weekends.

Apply Today!

Please e-mail your resume and a cover letter, describing your experience/qualifications, why you are interested in this internship and what you hope to take away from it, to jobs@theunusalsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the LACAC, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.