



UNITEDPERFORMINGARTSFUND

# Fall 2022 UPAF Marketing Department Internship

## TITLE

United Performing Arts Fund (UPAF) Marketing Intern

## TIMING

September through December 2022. Candidates must be able to commit to a minimum of 12-15 hours per week. Days/times are flexible, but must be within the hours of 9 a.m.-6 p.m. Monday-Friday. Work can be conducted remotely, in the office, or a hybrid.

## OVERVIEW

Provide marketing and event support, including assistance with and implementation of UPAF's fundraising campaign initiatives. The United Performing Arts Fund is a nonprofit that supports 40 performing arts groups in Eastern Wisconsin through year-round fundraising. [www.UPAF.org](http://www.UPAF.org)

## DESCRIPTION

- Help gather stories and testimonials for use in publications, website and social media
- Assist in the process of putting together various e-newsletters, including *Arts Beat*, *SMART CARD* and *What Your Dollar Does* through Constant Contact
- Assist with the promotion of fundraising initiatives and special events
- Assist with miscellaneous research assignments, e.g. secondary research on best practices and compiling survey findings
- Other duties as assigned, including potential to assist with tasks such as layout and design of print and digital materials and potential to edit photos and video depending on intern skills, interest and project availability

## QUALIFICATIONS

- Must be enrolled as a current student
- Excellent written and verbal communication skills
- Desire to develop marketing skills
- Attention to detail
- Ability to accomplish tasks with minimal supervision
- Self-starter with ability to problem solve creatively
- Ability to multi-task and focus amid possible distractions



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### COMPENSATION

- \$500 stipend upon completion

**Please email your resume, cover letter and two writing samples to:**

Melanie Hupfer

Senior Marketing Manager

[mhupfer@upaf.org](mailto:mhupfer@upaf.org)