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

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