



UNITEDPERFORMINGARTSFUND

# Fall 2023 Marketing Department Internship

## TITLE

United Performing Arts Fund (UPAF) Marketing Intern

## TIMING

Sept. – Dec., 2023. Candidates must be able to commit a minimum of 12-15 hours per week and. Days/times are flexible, but must be within the hours of 9 and 4 p.m. Monday-Friday. Work can be conducted in hybrid manner with both in-office/remote time.

## OVERVIEW

Provide marketing, public relations and event support, including assistance with and implementation of UPAF's fundraising campaign initiatives. The United Performing Arts Fund is a nonprofit, umbrella organization that supports 14 premier performing arts groups in Southeastern Wisconsin through its annual fundraising campaign. [www.UPAF.org](http://www.UPAF.org)

## DESCRIPTION

- Help gather content and testimonials for use in publications, website and social media
- Assist in the process of putting together various e-newsletters through Constant Contact
- Use Microsoft Office Suite/Canva to layout and design various print materials including invitations, flyers, social media graphics and other marketing materials
- Aid in social media planning for Facebook, Instagram and LinkedIn
- Assist with miscellaneous research assignments, e.g. secondary research on best practices, compiling survey findings
- Other duties as assigned

## QUALIFICATIONS

- Must be enrolled as current student or have graduated in 2023, preferably in Communications or Marketing program
- 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 distraction
- Experience with social media content creation is preferred



UNITEDPERFORMINGARTSFUND

## Fall 2023 Marketing Department Internship

### COMPENSATION

- \$500 stipend upon completion

**Please email your resume and cover letter to:**

Katie Korek

Public Relations & Communications Manager

kkorek@upaf.org

414-239-6274