Title
United Performing Arts Fund (UPAF) Marketing Intern

Timing
January through May, 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.

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, What Your Dollar Does and Ride On! through Constant Contact
- Assist with the promotion of fundraising initiatives and special events including the UPAF Ride for the Arts
- 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 student during the Spring 2022 Semester
- 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
Spring 2022 UPAF Marketing
Department Internship

**COMPENSATION**

- $500 stipend upon completion

Please email your resume, cover letter and two writing samples to:
Melanie Hupfer
Senior Marketing Manager
mhupfer@upaf.org