

# Marketing/Public Relations Internship Job Description

**Title:** Marketing/PR Intern

**Reports to:** Carlie Wilmans, Director

**Status:** Unpaid Internship

**Time:** 8 hours a week (flexible scheduling), 1 semester commitment

## About The 500 Capp Street Foundation

The 500 Capp Street Foundation was established in 2009 to preserve and make accessible the home of the late Bay Area conceptual artist David Ireland. In addition to preserving the property, the Foundation plans an Artist in Residency Program, a 500 Capp Street Public Program, and a permanent archive of the work of David Ireland, including personal papers, various publications and the entire body of his paintings, sculptures, and works on paper.

## Position Summary

The 500 Capp Street Foundation seeks a dynamic and motivated student to assist with marketing and public relation efforts. Marketing /PR Interns work closely with the staff, learning the essentials of arts marketing and public relations.

## Position Requirements:

- Currently enrolled or recently graduated from an undergraduate or graduate program in art history, museum studies, communications, marketing, or a related field
- Ability to commit 8 hours minimum a week
- Computer proficiency, preferably with Mac devices
- Proficiency in Photoshop and InDesign a plus
- An effective communicator, both written and oral
- Firm grasp of available tools and platforms in the social media space
- Dedicated team player with strong leadership skills and independent, creative attitude
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines

## Essential Job Functions:

- Assist in planning and writing weekly blog
- Research and create content for 500 Capp Street's social media sites
- Assist in drafting and distributing news releases, media alerts, and other stories
- Designing flyers, graphics, invitations, and other marketing material for events
- Assist in updating and maintaining the website when needed
- Assisting in reaching out and collaborating with local community and art organizations

## Physical Demands and Work Environment:

Mobility and sensory capability required for the care of the artwork, computer utilization, telephone access and communication, communication one-on-one and in meetings. This is an unpaid position. No benefits, as this is a volunteer position. Inquire for more details.

## Application Procedure:

Please submit a resume and letter of interest to: [Jessica@500cappstreet.org](mailto:Jessica@500cappstreet.org)

*The 500 Capp Street Foundation is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any bias including race, color, age, sex, sexual orientation, religion, disability or national origin. The 500 Capp Street Foundation reserves the right to modify or change this job description as business needs dictate.*