

Seattle Theatre Group

Title: Concert Marketing Intern **Department:** Marketing

Reports to: Marketing Associate

FLSA Status: Non-Exempt, Temporary

Pay Rate: \$15.00/hour

Time Commitment: 9 to 12 hours a week within regular work hours (9am to 5pm, Mon-Fri). Must be able to keep a consistent schedule.

Dates: January 2019 – March 2019

POSITION SUMMARY

Seeking a hard-working and passionate intern that is interested in learning more about the music industry, and more specifically concert promotion.

Learning Objectives

1. Learn the processes and intricacies of marketing live concerts in collaboration with artist's agents, management, and partners.
2. Develop a stronger attention to detail in reference to concert marketing.
3. Further develop communication skill between departments of STG, as well as outside partners and entities.
4. Learn the specific needs and duties of a local concert promoter

Activities That Contribute to Learning

1. Support and shadow concert marketing managers on daily tasks and outreach.
2. Support and shadow other members of the marketing and programming team.
3. Hands on work with agents, labels, and artist management.
4. Small outreach and data defined projects that will help the understanding of intricacies in the industry and the importance of attention to detail.
5. Self-assessment projects that will provide resources to self-evaluate and learn from experiences in this position.

The work environment characteristics described here are representative of those an intern encounters while performing activities described above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION REQUIREMENTS

1. Ideally pursuing coursework or career related to internship.
2. Proficient in Microsoft office software (Word, Excel, etc.), and the ability to learn new software.
3. Must be able to provide 3 references and pass a background check

PHYSICAL REQUIREMENTS

1. Vision – corrected vision close to 20/20 is necessary to effectively use the computer screen.
2. Sitting/Standing/Walking – about 75% of the time is spent seated at a desk.

Seattle Theatre Group is an equal opportunity employer.

TO Apply: Email a cover letter and resume jobs@stgpresents.org with the title “Concert Marketing Internship”