

Stanford Live Marketing and Communications Intern

Stanford Live presents a wide range of the finest performances from around the world fostering a vibrant learning community and providing distinctive experiences through the performing arts. With its home at Bing Concert Hall and Frost Amphitheater, Stanford Live is simultaneously a public square, a sanctuary, and a lab, drawing on the breadth and depth of Stanford University to connect performance to the significant issues, ideas, and discoveries of our time.

Working closely with and directly reporting to the Marketing Manager and Communications Manager. This position supports Stanford Live's marketing and communications work around performances at Bing Concert Hall and Frost Amphitheater. This is an ideal opportunity for a student interested in learning about how to build audiences in the arts.

This internship will be 10 hours per week. The Marketing and Communications Intern is required to come into the office on Mondays while the rest of the work can be done remotely. This is a paid internship with compensation of \$16 per hour.

Responsibilities include:

- Market research and community engagement
- Supporting grassroots marketing efforts
- Managing online calendar listings and Facebook events
- Assisting with the creation of digital programs and the Stanford Live Magazine
- Track press clippings and mentions
- Provide general administrative support to the marketing and communications team

Requirements:

- Excellent written and verbal communication skills
- Strong time management skills and ability to multitask
- Self-starter/driven
- Strong knowledge of Microsoft Word and Excel
- Experience with Photoshop is a plus
- Interest in the performing arts desired, but not required

To apply:

Interested candidates should email a cover letter and resume to awah@stanford.edu. Please use "Marketing and Communications Intern" as your subject line.