**Owosso Community Players**

**MARKETING/PUBLIC RELATIONS INTERN**

Job Description

**Organization’s Mission:** The Owosso Community Players educate, entertain, and enrich lives by providing a quality live performing arts experience.

**Summary of Organization**: OCP is a 501(c)3 nonprofit organization who has been a community-based performance theatre since 1932. OCP provides quality theatre arts experiences by producing plays and musical theatre, as well as sponsoring and presenting youth theater workshops and productions. OCP also hosts outside performers of various genre to round out their cultural offerings.

**Summary or Position**: The Owosso Community Players needs an intelligent, strategic, and resourceful intern to help the organization expand its public relations and marketing efforts. The Marketing and PR Intern will work under the direction of the Executive Director and Marketing and Communications Chair, coordinating and implementing multiple projects.

This is a challenging opportunity for a young professional to contribute to the growth and professionalism of a vibrant arts organization.

**Location:** The Owosso Community Players main office, 114 E. Main, Suite 222, Owosso, MI

Lebowsky Center, 122 E. Main. Owosso, MI.

**Responsibilities include:**

* Assist with brainstorming, creating, and distributing collateral material relating to programming.
* Draft public relations materials for OCP’s 2017-18 season, including, flyers, news releases, media alerts, fact sheets, appeal letters, and other materials as directed.
* Assist in the creation of a subscription campaign, including donor communications.
* Assist the Marketing and Communications Chair, Executive Director and other staff, as needed.

**Intern Requirements and Skills:**

* College student with emphasis in marketing, advertising, branding, communications, or public relations
* A creative, innovative thinker
* Excellent communication, computer, and writing skills
* Good research and problem-solving skills
* Experience or coursework in arts/graphic design-related fields is also desirable

**Job type:** Part-time 25hrs/week, on-site with flexible hours

**Job length:** 10-12 Weeks (May – August)

**Compensation:** $10/hr

For more information regarding the Marketing/Public Relations Internship, or to submit a resume, email Kathy Brooks at [kathy@owossoplayers.com](mailto:kathy@owossoplayers.com)