



Marketing and Sales Intern

The Marketing and Sales intern will work with the Marketing Director and other LASC staff to assist with marketing and sales efforts. The Marketing & Sales intern will be given at least one marketing related long-term project that they will complete during the duration of their internship and help with other daily tasks which may include:

- Social media schedules and content
- Writing copy for any and all marketing outlets including website, emails and print copy
- Preparing press releases
- Assisting in event planning and production
- Taking photos and/or short videos at events
- Managing photography and digital file archives
- Various design projects as assigned (if applicable)
- Attending relevant meetings

In addition to these duties, the Marketing and Sales Intern will have an opportunity to work with other staff members relating to programming, education and development. The Marketing & Sales intern will gain a good understanding of how non-profits work.

Other tasks might include working at various events (when available), coordinating mass mailings, assisting with distribution of flyers and brochures to promote events, and general office assistance (answering phones, making copies, etc.).

Qualifications

- Intern must be able to work independently and with others.
- Excellent communication skills, both oral and written, are essential.
- Ability to see a project from the beginning to end and to meet deadlines is critical
- Demonstrated knowledge of Photoshop, Illustrator, In Design and other Adobe software is a plus
- Interest and enthusiasm for our mission at the LASC and spreading the word to others

Please submit a resume, 2 or 3 writing samples and portfolio (if relevant) for review. Be prepared to discuss some marketing related projects you've been a part of (school projects are great!) Consider how your participation made an impact on the overall results of the project.

The Living Arts & Science Center (LASC) is a not-for-profit organization providing creative and unique opportunities in the arts and sciences for children and adults. Founded in 1968, the LASC now serves over 40,000 individuals annually through art and science exhibits, classes, workshops and community programs. The LASC provides programs and services in our own facility as well as in schools, social service agencies, community centers, libraries and at community events. Stop in and see why the Living Arts & Science Center is...the place where creativity grows!

To apply, send resume to HLyons@LASCLEX.org