



The Living Arts & Science Center  
362 North Martin Luther King Blvd.  
Lexington, KY 40508  
859.252.5222  
**LASCLEX.org**  
[volunteer@lasclex.org](mailto:volunteer@lasclex.org)

## **Marketing and Sales Internship**

### **Position Overview:**

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 meeting

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 the distribution of flyers and brochures to promote events, and general office assistance (answering phones, making copies, etc.). **This is an unpaid internship.**

### **Qualifications:**

- Interns 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

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!

**You can apply for our internships through the Handshake portal or resume and cover letter submission to [volunteer@lasclex.org](mailto:volunteer@lasclex.org). If you have any questions, please don't hesitate to contact us via email or phone at 859-252-5222**

**\*\*Applications for Spring 2020 opens September 15th and close November 15th, 2019 at 5:00 pm\*\***