



JOB DESCRIPTION: Events and Marketing Internship

POSITION SUMMARY:

Working in partnership with the administrative team of eight at The Grand Oshkosh, the Events and Marketing Intern provides support in public relations and marketing related tasks and events occurring at The Grand Oshkosh. The Events and Marketing Intern must be creative, dependable, and enjoy working within an environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Events and Marketing Intern must be able to work under pressure to handle a wide variety of activities and confidential matters with discretion.

PRINCIPAL RESPONSIBILITIES:

- Provide event support under supervision of the Patron Services Manager, House Manager, Community Relations Manager, and/or Executive Assistant to the Director
- Support marketing staff with internal and external communications, strategic communications, organizational strategy, and other special projects as assigned
- Conduct research and analysis on issues of interest to The Grand Oshkosh
- Help out in the Box Office as needed
- Assist with social media content and research

ADDITIONAL RESPONSIBILITIES:

- Support and manage a high-volume of requests and projects to meet the objectives of The Grand Oshkosh
- Prepare and edit press releases, correspondence, presentations, and reports
- Support and work in partnership with the Executive Assistant with donor relations
- Assist in communications using QLab, Canva, Ignite OP and Microsoft as needed
- Act as House Manager after training with the following duties
 - Maintain basic security of the facility for assigned events; act as manager on duty.

- Review Front of House information and provide direction to assigned volunteer staff regarding important event details.
- Enforce event and organizational policies.
- Carry out emergency procedures when needed.
- Maintain a high level of customer service with a large and diverse patron base.
- Troubleshoot problems effectively and efficiently to ensure patron satisfaction and safety while serving as an ambassador of the organization.
- Communicate effectively with volunteers and other staff members.

Hours: Approximately 20-25 hours per week

Pay: \$160 weekly stipend paid out biweekly

Start/End Date: Will be discussed upon interest

Length of Internship: Semester with the option to extend for the full academic year

Experience and Qualifications:

Applicants must have an interest in the field of Events Management, Marketing, Public Relations, Theater, Marketing, Communications, or Business. Students majoring or pursuing an emphasis in Communication, Public Relations, Marketing and/or Meeting and Event Management will benefit most from this experience. Ideal candidates will possess the following skills and characteristics:

- Excellent oral and written communication skills
- Detail oriented
- Highly organized
- Punctual
- Must be available to work some weekday hours (Mon-Fri), evenings, and weekends for events.
- Must be able to stand/be on foot for extended periods of time and climb stairs efficiently
- Knowledge of basic cash handling and/or experience with point-of-sale systems is preferred
- Satisfactory criminal and financial background check required

ABOUT THE GRAND OSHKOSH: The Grand Oshkosh (TGO) operates the historic Grand Opera House (built 1883) as a not-for-profit performing arts center. It is a regional arts center that serves Oshkosh, the Fox Valley, and Northeast Wisconsin. The 100 or so events presented in any given year include national touring artists, arts-in-education programming, local and regional arts partner events; highschool theatre events; artist outreach into the community; public gatherings; weddings, and business meetings. Since the 1986 restoration, TGO has implemented four major capital improvements to the facility - the creation of The Grand Lounge support facility, the creation of premium seating ("Suite Seats"), a \$2.1 million project to repair defective roof trusses and restore the decorative ceiling, and, most recently, installation of a new marquee, blade sign, and electronic message center.

Application Instructions:

For consideration, please include:

- Current Resume
- Cover Letter
- One Reference Contact Info

Send or email application materials to:

Amber Hammond

Executive Assistant to the Director

The Grand Oshkosh

222 Pearl Ave, Oshkosh, WI 54901

amberh@thegrandoshkosh.org

No calls please

The Grand Oshkosh is an EQUAL OPPORTUNITY EMPLOYER committed to providing a nondiscriminatory and inclusive environment for its employees. EOE/AA/Women and Minorities are encouraged to apply. The Grand Oshkosh is a pet-friendly and family-forward organization that promotes a healthy work-life balance for all staff. An offer of employment is contingent on successfully passing a background check. For more information about The Grand Oshkosh, please visit www.thegrandoshkosh.org