The GRAND OSHKOSH

JOB DESCRIPTION: Events and Marketing Internship

POSITION SUMMARY:
Working in partnership with the administrative team at The Grand Oshkosh, the Events and Marketing Intern provides support in public relations, marketing, and events related tasks at The Grand at UW-Oshkosh (The Grand's temporary home during its major renovation). 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, and/or Community Relations Manager
- Support marketing staff with internal and external communications, strategic communications, organizational strategy, and other special projects as assigned
- Assist with social media content and research
- Assist with creating a UWO campus connection as The Grand continues to root itself in its temporary "home away from home"
- Conduct research and analysis on issues of interest to The Grand Oshkosh
- May be able to help out in the Box Office if interested

Hours: No more than 25 hours per week

Start/End Date: Will be discussed upon interest

Compensation: 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: Built in 1883, listed on the National Register of Historic Places, The Grand Oshkosh is the oldest operating theatre in Wisconsin. The Grand Oshkosh is a collaborative and innovative leader in providing entertainment, social, and educational opportunities for the community. Each year, The Grand serves over 60,000 people through a dynamic mix of music, theatre, dance, comedy, educational, outreach, and community events totaling 120+ events each year – figures that will grow dramatically as The Grand's ***Our Grand Moment*** expansion campaign is completed.

For application, please include current resume, cover letter, and one reference contact info and send materials to:

Molly Templin
Community Relations Manager
The Grand Oshkosh
mollyt@thegrandoshkosh.org

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