



JOB DESCRIPTION: Community Relations Internship

POSITION SUMMARY:

Working in partnership with the administrative staff team of eight at The Grand Oshkosh, the Community Relations Intern provides support in public relations and marketing related tasks. The Community Relations Intern must be creative 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 Community Relations Intern must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

PRINCIPAL RESPONSIBILITIES:

- Update community events calendar with shows happening at The Grand Oshkosh
- Make judgments and recommendations to ensure smooth day to-day engagements
- Support marketing staff with internal and external communications
- Conduct research and analysis on issues of interest to The Grand Oshkosh
- Support and manage a high-volume of requests and projects to meet the objectives of The Grand Oshkosh
- Help out in the Box Office as needed
- Prepare and edit press releases, correspondence, presentations, reports, and memos
- Support and work alongside the marketing team in strategic communications, organizational strategy, and all other special projects as assigned
- Help create and post social media content

- Maintain quality filing and communications systems including contact management, document management, and archiving
- Support and work in partnership with the Executive Assistant with donor/funder relations
- Assist in communications using QLab, Canva, Watchfire Ignite OP and Microsoft
- Assist in other administrative tasks as needed

Hours: No more than 20 hours per week

Pay: This internship is unpaid

Start/End Date: Will be discussed upon interest

Requirements:

Applicants must have an interest in the field of 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) and potentially evenings and weekends for live events.

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
- Two References

Send or email application materials to:

Amber Hammond

Executive Assistant to the Director

The Grand Oshkosh

222 Pearl Ave, Oshkosh, WI 54901

amberr@thegrandoshkosh.org