**Garth Fagan Dance Marketing/Graphic Design Intern Position**

**Position Description:**

Garth Fagan Dance is seeking a creative Marketing and Graphic Design Intern to assist with various aspects of marketing, promotional and social media outreach for the organization.

Garth Fagan Dance is an artistic cultural institution with an internationally acclaimed dance company, firmly established dance school, and innovative educational programs designed to serve and engage community members of all ages and backgrounds.

The Marketing Intern will support the various marketing and media activities taking place for the benefit of the organization. The Intern will work with the School Administrator/Communications Associate to assist with creating materials to be utilized for outreach and engagement of the multiple constituencies of Garth Fagan Dance.

**Primary Duties:**

 • Create and design marketing materials, including templates for repeated use

• Assist with creating graphics and design layouts for flyers, newsletters, e-blasts, blogs, web and social media campaigns

• Take videos and pictures of classes to upload to web and social media platforms

• Assist with posting to social networking platforms as needed

• Design and produce materials for both online and offline promotions

• Help gather data to assess impact of communications outreach

• Produce programs, invitations, and other supporting materials for special events

• Assist with event execution as needed

• Other duties as assigned by the Garth Fagan Dance Administrative Team

**Qualifications:**

• Currently pursuing a marketing and/or graphic design degree at an accredited College

• Prior experience creating graphics required; portfolio a plus

• Proficient in Adobe Creative Suite, including Photoshop and InDesign

• Access to Photoshop, InDesign, and Illustrator a major plus

• Excellent interpersonal skills, and task oriented with exceptional follow up skills

• Ability to organize, expedite, and assist with multiple projects simultaneously, working within a diverse team

• Proficiency in MS Word and Excel required

• Superb attention to detail, flexibility, resourcefulness, and creativity highly desired

• Excellent verbal and written communication skills and the ability to work collaboratively within a team

**Interested applicants please submit a resume and cover letter to William J Ferguson II:**

**Bill@garthfagandance.org**