



56605 Sitka Drive
Otis, OR 97368

Summer Marketing Intern Position Description and Application

Please feel free to contact us if you have any questions at 541.994.5485 or info@sitkacenter.org.

Sitka Center for Art and Ecology

Title: Summer Marketing Intern
Status: Seasonal internship, full-time
Stipend: \$500 per month, pro-rated (depending on start and end dates,) paid attendance for one workshop, shared on-campus housing including; utilities, wi-fi, washer & dryer access to kayak and canoe, and (when possible) access to studio space.
Hours: 35-40 hours/week- 9:00 a.m.- 6:00 p.m. with one hour lunch break
Internship Dates: Mid-May to mid-July Mid-July to late Sept Both
Days off: Wednesday and Thursday

Support for the Studio Technician

- Ensure the smooth operation of daily workshops
- Greet arriving instructors, assist with their check-in on campus
- Studio set-up and break-down for workshops, assist instructors as needed
- Welcoming students with a brief introductory speech
- Collect workshop feedback forms from instructors
- Assist with parking issues
- Provide general upkeep to facilities
- Greet and inform visitors of events and activities

Internship Marketing Project- Work on Sitka marketing tasks to include:

- Create digital assets consistent with Sitka's brand and image: photos and videos of campus, workshops, students and landscape
- Regular posting on social media- Facebook and Instagram
- Assist with creating newsletter and email content
- Community outreach- planning and coordinating a variety of community outreach events
- Help with managing the photo library (digital formats)

This position requires the following experience and characteristics:

- Art making knowledge
- Ability to lift 50 pounds
- Enjoy working with people every day
- Great written and oral communication skills
- Willingness to dive in and learn our Filemaker database, email marketing and social media systems
- Ability to notice what needs done to keep the workshops on-track
- Willingness to live on the Oregon coast, at the Sitka Center

Job Details:

- Work hours vary and include evenings and weekends, 5 work days/week total
- Your regular days off will be Wednesday and Thursday
- Complete an exit interview with Sitka Center Program Manager prior to departure
- Please indicate on the application if you are available for the first, second or both sessions.

Job Qualifications

Behavioral values relevant to this position:

Friendly

Flexible

Resourceful

Dependable

Based on experience, a person in this position would:

- enjoy interacting with people daily
- have an artistic sensibility and art making knowledge
- be able to lift 50 pounds
- have a sense of intentionality when attending to details
- great written and oral communication skills

Send the following application to:

info@sitkacenter.org or Sitka Center for Art and Ecology, 56605 Sitka Drive, Otis, OR 97368



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Otis, OR 97368

Summer Marketing Intern Application Deadline Mar. 1, 2018

First Name _____ Last Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Email _____ Telephone _____

Internship Sessions: Mid-May to mid-July Mid-July to late Sept Both

List any marketing, digital or social media experience:

Schools Attended:

Essay Questions: *Please include in your application an essay (a **total** of 250 to 750 words) answering the following questions.*

- Why do you want to work at Sitka and what are you hoping to learn from your time here?
- What are your strengths as an employee?
- What specific qualities do you bring to a team environment?
- What makes you an interesting person?

Please attach the following to this Summer Marketing Intern Application:

- Resume 3 Professional References (list with the references' names, emails, phone #'s and affiliations)
- 250 to 750-word essay addressing the 4 questions above

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