



JOIN OUR TEAM: The Des Moines Social Club is looking for a Marketing Intern to join our summer intern team.

WHAT WE DO: The Des Moines Social Club (DMSC) is a non-profit organization that uses art and culture as a catalyst to create unprecedented community engagement. DMSC connects creatives and audiences through thought provoking theater, visual arts, culinary arts, performing arts, music, and education classes for people of all ages. The breadth and excellence of our events is impressive, and we're always exploring new collaborations through which we can create vibrant community.

POSITION SUMMARY: The primary purpose of the Marketing Intern is to assist with marketing and administrative duties related to programming at the Des Moines Social Club. The Marketing Intern will focus on one program area at DMSC (i.e. Culinary Marketing, Education Marketing, Program Marketing, Gallery Marketing, etc.) depending on intern interests and experience. This position reports directly to the Communications Director.

KEY RESPONSIBILITIES:

Marketing

- Work with Communications Director on promotional strategies.
- Draft copy for event descriptions, marketing materials, and press releases.
- Perform data analytics to assess marketing reach.
- Create social media posts to promote programs and events.
- Create content for e-newsletters.
- Post in accordance to DMSC social media style guide.
- Perform DMSC street team duties to assist with distribution of promotional materials.

Graphic Design (if applicable)

- Create printed promotional materials for various programming including posters for select events, Facebook ads, or monthly lists of upcoming programming.

Program Support

- Additional program support varies depending on intern focus but will include providing occasional event support as needed.

General Intern Duties

- Use Altru, DMSC's online database, to complete basic transactions for class registration and merchandise sales.
- Perform general concierge duties, like answering the phone or directing calls, greeting visitors, checking in students for classes, and answering questions about DMSC.

QUALIFICATIONS:

- Pursuing degree in field related to marketing or communications.
- Extremely well organized and able to work independently.
- Strong verbal and written communication skills.
- Personal qualities that include integrity, commitment to DMSC's mission, and respect for diversity.
- Proficient in Gmail and Google Drive.

PROGRAM OVERVIEW: The Marketing Intern position is a 20 hour/week commitment running from May 28 – August 10. The position will receive a stipend as compensation.

To apply, submit resume and cover letter to Katie Ortman via email at katie@desmoinessocialclub.org.