

Flint Cultural Center Corporation
Un-Paid Internship Position

Job Title: Marketing Intern
Location: The Whiting
Reports To: Marketing and Communications Manager

General Description

This position works with the Marketing Department, with a particular focus on grassroots marketing of The Whiting Auditorium and Capitol Theatre. This position will be required to work all Whiting Performances, and at least 5 Capitol Theatre events, and select promotional events from August – December.

Responsibilities

- Working with Marketing staff to promote events via social media – (Facebook, Instagram, Twitter, and Snap Chat)
- Develop content calendars on a weekly and monthly basis for The Whiting & Capitol Theatre
- Assisting with branding and visual collateral display
- Assist in data collection of guests
- Street Team for Whiting/Capitol - Distribute promotional material throughout the community and be capable of answering general questions regarding The Whiting & Capitol.
- Be present at events and help wherever and however necessary
- Help research ways to improve the Promotions programs
- Work The Whiting Booth at The Flint Farmers Market when assigned
- Stay up to date on current social networking trends and ways to implement them
- Assist in creating and editing video content to be used for various platforms such as – social media, board meetings, New Year’s Eve Gala, as well as The Whiting & Capitol Theatre websites.
- Various other duties as assigned by the Marketing department

Qualifications/Skills Required

- Must have great customer service skills; be well organized, enthusiastic and goal-oriented
- Flexible hours a must as most events are on nights and weekends
- Must have experience with social media and not be afraid to be on camera – Facebook Live, Snap Chat Stories, etc.
- Must be reliable, self-motivated and able to work ALL home games

Interested candidates should email their cover letter and resume to hr@fcccorp.org. Please direct all questions to Jessica Sampson, 810-237-7346.