Internship dates are flexible but will preferably start and end corresponding with the beginning and ending of the Spring 2014 semester.

The intern will be expected to work about 10 hours a week in the office or from home if necessary.
<table>
<thead>
<tr>
<th>Job Description and Interns Responsibility</th>
<th>Qualifications/Skills Required</th>
</tr>
</thead>
</table>
| Please include as much information as possible about the nature of work the student will be doing. | • Content Writing  
• Social Networking  
• Time Management  
• Organization  
• Ad/Promotional Material Design (not required, but helpful!) |

** LEARNING OUTCOMES **
** Students are required to identify goals and desired learning outcomes for their internship. Please list those specific skills that an intern will have the opportunity to learn while working with your organization.**

|  | Content Creation  
Social Media Management  
Marketing Material Design  
Event Planning  
Advocacy  
Website Maintenance  
Networking  
Office Management |
|---|---|

Compensation? Please indicate if this internship is paid, unpaid or if there is a stipend. 

The Intern will work directly with and report to the Director of Programs and Operations on the following tasks laid out below:

- The Intern will be responsible for updating website content as requested by the Director of Programs and Operations.

- Weekly updates of Alliance blog content. The Intern will be responsible for updating the Alliance blog once per week (imbedded on our website) with content approved by the Executive Director. The Blog is meant for exciting news in the arts community or happening at the Alliance.

- Daily Facebook calendar posts. The Alliance’s Facebook page functions a lot like an event calendar with at least one post highlighting an upcoming arts event everyday. Intern is responsible for creating and updating the Facebook posts with information from supervisor and member websites. Facebook posts can be scheduled in advance.

- The Intern will also occasionally assist the Executive Director with other projects as needed including but not limited to general office management, development, and event planning/coordination.

- Depending on skills, the Intern might be asked to design promotional materials or ads for the Alliance.

- **Marketing & Communications Intern will be given an administrator username and password for several different communication outlets. Please do not share this information with anyone!**