

Job Title: Graphic Design/Marketing Intern for whatsyourartgr.com

Department: Public Relations/Marketing

Reports to: Angela De Luca Placencia, Program Manager

Job Objective: The Arts Council is seeking a self-motivated, creative individual to assist in the daily maintenance of www.whatsyourartgr.com. Over 70 arts and cultural organizations have pages on this website. The intern's primary task will be to keep events and images up to date and to helping keep Facebook and Twitter fresh and up to date, as well. In addition to maintaining whatsyourartgr.com, the intern will be asked to help with day-to-day administrative tasks that include answering the phone, filing, and organizing the office.

Responsibilities and Accountabilities:

1. Maintaining whatsyourartgr.com.
 - a. Updating images – with Photoshop or another photo editing tool, the intern will edit images to be used in a variety of formats on the website.
 - b. Verifying events – This includes editing copy and formatting event submissions to ensure continuity throughout the website.
 - c. Removing out-dated information – maintaining the event calendar and deleting outdated information.
 - d. Adding news articles –which may need to be edited, formatted and posted on the website.
2. Day-to-day administrative tasks includes:
 - a. Answering phones
 - b. Filing letters
 - c. Shredding old documents
 - d. Archiving files
 - e. Organizing office supplies.
 - f. Database management (membership)
3. Opportunities to:
 - a. Increase the Arts Council's visibility through social marketing tools such as Facebook and Twitter.
 - b. Collaborate with the program manager on other promotional or marketing tasks.

Relationship and Roles: The intern will work closely with the Program Manager and What's Your Art Marketing Assistant and assist in daily activities as well as those described above.

Job Specifications: The applicant **must be familiar with Photoshop and basic HTML**. The individual will also use Microsoft Office including Word, Excel, and Access on a daily basis and must be familiar with those programs. This job is fast paced and is constantly being reinvented. Therefore, the applicant must be organized and have the ability to multitask and adapt.

Any form of compensation: This is an unpaid internship. However, individuals working with the Arts Council will have the opportunity to network with representatives from Greater Grand Rapids arts and cultural organizations.

Please send your resume to: Angela De Luca Placencia, Program Manager
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