

Cultural Events Internship

The Mauldin Cultural Center (MCC) is searching for interns to join our small team. If you're interested in cultural events and arts marketing, then we'd love to hear from you!

THE LOW DOWN

- LOCATION | Mauldin, SC (Greenville County)
- DURATION | May to August, August to December, and/or January to May
- SCHEDULE | 10-20 hours per week, plus events.

THE PERKS

- Major resume building
- Experience planning events, from securing talent and vendors to logistics and marketing
- Experience creating visual and written content for cultural arts programs
- Impromptu sing-alongs
- Flexible schedule
- Free coffee, tea, and cocoa
- Impromptu sing-alongs

RESPONSIBILITIES

A small team means that every day is different, we're flexible and we all wear multiple hats. We'll get to know you and your skills to best create tasks for you, but here are some potential tasks to give you an idea of what you'll be doing:

- Procure and manage talent and vendors for events (bands, youth entertainers, market vendors, etc.)
- Procure and organize supplies and equipment for events
- Create and manage content for websites, social media and other marketing avenues
- Complete day-to-day operations (email monitoring, errands, phone calls, etc.)

QUALIFICATIONS

- Must be currently enrolled in a higher education institution or recent graduate majoring in Marketing, Communication, Advertising, Graphic Design, Hospitality, Event Management, or related discipline

- Must be organized, self-motivated, flexible, creative, and a problem-solver
- Must have strong written and verbal communication skills
- Must be willing to ask questions and learn new skills
- Must possess and maintain a valid driver's license and a reliable vehicle
- Working knowledge of social media platforms a plus
- Experience with WordPress, Microsoft Office, and Adobe Creative Suite a plus
- Experience with event planning a plus
- Must have a sense of humor and a passion for community

Does this sound like you? Send your resume and cover letter to:

Keira Kitchings, Cultural Affairs
Mauldin Cultural Center
P.O. Box 249
Mauldin, SC 29662
kkitchings@mauldincitysc.com

We'd love for you to include anything that tells us more about you, such as:

- Design Portfolio
- Writing Portfolio
- Internship Experience
- Volunteer Experience
- Your favorite Spotify Playlist
- Why community is important to you...

If you don't have a portfolio, volunteer experience, or internship experience, no worries – you can start building those with us! And don't sweat the last question, a simple answer will do!

**Please no follow up calls regarding the status of your application.