



## **EVENTS & MARKETING INTERNSHIPS**

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

This position is unpaid, but a small stipend may be available.

### **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
- Hands-on experience
- Flexible schedule
- Free coffee, tea, and cocoa
- Impromptu sing-alongs
- Fun team and environment

### **THE 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 broken down by our fields to give you an idea of what you could be doing — keep in mind, you're welcome to choose a path or tackle them all!

- COMMUNITY EVENTS
  - Organize timelines, tasks, and people to get the job done
  - Procure and manage talent and vendors for events (bands, youth entertainers, market vendors, food trucks, etc.)
  - Procure and organize supplies and equipment for events

- Solve problems and make decisions before and during at live events
- **MARKETING**
  - Write and manage content for websites, social media and other marketing platforms
  - Design graphics, including event collateral and ads
  - Learn the ins and outs of marketing strategies and ad placement
- **THEATRICAL PRODUCTIONS**
  - Assist with auditions, casting, and rehearsal logistics
  - Assist with set building, costuming, hair, and makeup
  - Procure and organize supplies and equipment for productions
  - Gain hands-on theatrical tech experience
  - Assist with volunteer and box office management
- **GENERAL**
  - Complete day-to-day operations (email monitoring, errands, phone calls, etc.)
  - Gain experience in budgeting for events, marketing, and office management

### **QUALIFICATIONS**

- Must be currently enrolled in a higher education institution or recent graduate majoring in Marketing, Communication, Public Relations, Advertising, Graphic Design, Hospitality, Event Management, Theatre, Performing Arts, Arts Administration, Arts 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 and marketing a plus
- Must have a sense of humor and a passion for community
- Must love Disney music

### **APPLY**

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

Keira Heider, Community Development  
 Mauldin Cultural Center  
 P.O. Box 249  
 Mauldin, SC 29662  
[kheider@mauldincitysc.com](mailto:kheider@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 and the arts are 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!