



The Pumphouse Theatres Society is one of Calgary's leading performing arts organizations and for 45 years has been providing affordable, professional quality facilities and services to Calgary's cultural community. It fosters development through arts education and programming. Partnering with the Calgary Clown Society, the Pumphouse will be hosting the first ever Calgary Clown Festival! We are looking for an enthusiastic Marketing Intern to join our team and provide creative ideas and guidance to help achieve our goals – developing and implementing marketing strategies. If you're an ambitious individual who wants to build a career in social media and content marketing, then we want to work with you. Your work will include assisting with the preparation of promotional material, monitoring social platforms, and conducting market analysis.

Reporting directly to the Programming Director and liaising with senior managers, the Marketing Intern is responsible for the:

- Collecting quantitative and qualitative data from marketing campaigns.
- Performing market analysis and research on current trends.
- Supporting the administrative team in marketing tasks.
- Monitoring all social media platforms for trending news, ideas, and feedback.
- Aid in the planning and hosting of marketing events.
- Research and evaluation of competitor marketing and digital content.
- Contributing to the creation and delivery of mock-ups, email campaigns, and social media content.

As a marketing intern, you will collaborate with our Administrative team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

Requirements

- Strong desire to learn along with professional drive.
- Solid understanding of different marketing techniques.
- Excellent verbal and written communication skills.
- Excellent knowledge of MS Office.
- Familiarity with marketing computer software and online applications (e.g. Online analytics and Google Adwords).
- Passion for the marketing industry and its best practices.
- Current enrollment in a related BS or Masters degree.
- Ability to work primarily from home with remote supervision.

This is a flexible part time position (averaging 3-5 hours per week over 10-12 weeks), ideal for current students or recent graduates.

Applicants should apply no later than June 21, 2019. Please send a copy of your resume and cover letter to Laura Clendening at admin@pumphousetheatre.ca.

Wanted: Marketing Intern to provide creative ideas and to help with developing and implementing marketing strategies. Work includes assisting with the preparation of promotional material, monitoring social platforms, and conducting market analysis.