

## Job description

*Join the Elmhurst Centre for Performing Arts' dedicated and dynamic team as we grow, build something beautiful, and make an incredible impact with this once-in-a-lifetime opportunity to bring a state-of-the-art venue for live theater, music, dance, comedy, and events to the western suburbs of Chicago. [www.ecpa-elmhurst.org](http://www.ecpa-elmhurst.org)*

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The Elmhurst Centre for Performing Arts is seeking a college student for the position of Marketing & Events Intern to assist with quarterly events, awareness campaign, and annual Spotlight Giving Gala. The ideal candidate will have an exceptional eye for details, a strong knowledge of social media, a "can-do" attitude toward completion of projects, and be enthusiastic in their outreach to the Donors, Sponsors, Partners of ECPA.

The Marketing & Events Intern will report to the Managing Director, supporting ECPA's participation in the following: "An Intimate Evening with..." series events (Q1 and Q2), Hearts for the Arts annual awareness campaign (late January - February 2024), Spotlight Giving Gala (April 13, 2024)

The Marketing Intern will have the opportunity to:

- Intimate Series:
  - Help research and secure talent
  - Research and secure venues
  - Assist in Outreach, Marketing, Social Media initiatives
- Hearts for the Arts Campaign: work with ECPA Staff and Campaign Co-Chairs to
  - Assist in selection of annual item to be sold
  - Connect with local small businesses re: participation
    - Gather Photos and Logos for Social Media
    - Manage Inventory out, restocked, returned
    - Account for funds raised through HFTA
  - Plan all social media content and posts for HFTA with Co-Chair
  - Create and maintain P&L for HFTA
- Spotlight Giving Gala
  - Assist in preparation for meetings which includes:
    - Call Out
    - Site Selection
    - Preparaton of meeting materials for the following meetings:
      - Volunteer Call Out (community, schools etc)
      - Weekly Chair meetings
      - Monthly Volunteer Meetings
      - On-Site Volunteer Meeting
  - Assist Host Committtee with needs
  - Assist ECPA Staff
    - Event Markeing: Press Releases, Websites, Social Media
    - Pre-Event preparation
    - Day of On-Site preparation and needs

Internship Hours are in our offices, located at 105 S. York Road.

Flexible Hours available Monday - Friday, 8am - 3pm.

~15 hours per week

Availability the weeks of March 31 and April 7 are a must.

This Internship position is perfect for a student who likes to connect with all ages in their community, is interested in non-profit participation, and would like the opportunity to be hands-on in the many facets of event management.

Interested applicants should send resume to Shawna Roubitchek at [ECPAelmhurst@gmail.com](mailto:ECPAelmhurst@gmail.com). Visit [www.ECPA-Elmhurst.org](http://www.ECPA-Elmhurst.org) to learn more.