

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

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 planning for the following: "An Intimate Evening with..." series events (Q2, Q3) and the Spotlight Giving Gala (September 14, 2024)

The Marketing Intern will have the opportunity to:

- Digital Marketing Calendar
 - Social Media posts
- Intimate Series (events planned for June 6 and October 3):
 - Assist in Outreach, Marketing, Social Media initiatives
 - Help research and secure talent for future events
 - Research and secure venues
- Spotlight Giving Gala
 - Assist in preparation for meetings which includes:
 - Preparaton of meeting materials for the following meetings:
 - Weekly Chair meetings
 - Monthly Volunteer Meetings
 - On-Site Volunteer Meeting
 - Assist Host Committttee with needs
 - Assist ECPA Staff
 - Event Marketing: 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.

10-15 hours per week

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. Visit www.ECPA-Elmhurst.org to learn more.