



Job Description: Social Media/Marketing Intern

Dancing Grounds is a nonprofit community organization. We provide high quality, accessible dance education and performance by supporting a diverse community of New Orleans dance students, teachers, artists, and audiences. Dancing Grounds serve as a center for collaboration with youth, visual artists, musicians, actors and poets, creating an active and diverse environment where all New Orleans residents can flourish.

Description:

Dancing Grounds seeks a Social Media/Marketing Intern to help maintain our digital presence (including our website, Facebook, Twitter, Instagram, etc.) - sourcing content, managing weekly updates and developing ideas for additional growth. The intern will be expected to manage daily social media tasks, as well as participate in creative discussions about of new campaigns and promotions to market Dancing Grounds programming and events and expand its student base. The Social Media/Marketing Intern will report directly to Marketing Coordinator, Randall Rosenberg. Executive Director, Laura Stein, will supervise the intern and create a professional learning plan that will contribute to future career goals.

Core Responsibilities:

- Write daily social media posts.
- Manage/update photo and video content.
- Update contact on the DG website.
- Assist with basic graphic design for flyers, web materials, etc.
- Update press list.
- Submit online event postings.
- Assist with new video projects – filming, editing, scheduling, etc.

Required:

- Exceptional writing and copyediting skills.
- High level of proficiency with Facebook, Instagram and Twitter.
- Proficiency with Microsoft Office Suite (especially MS Word and Excel).
- Google platforms (gmail, google docs),
- Strong interest in dance, education and community development.
- Strong attention to detail and interest in detail-oriented work.
- Exceptional critical thinking skills.
- Positive attitude, openness, willingness to learn and work collaboratively with other.
- Good eye for graphic design.

Preferred:

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations).
- Graphic design skills (Photoshop, In Design, etc.).
- Video editing skills.
- Web design and editing skills; knowledge of HTML and/or CSS.

Start Date: Position open until filled, requires 3-6 month commitment.

Hours: Mondays: 9am-1pm (4 hours) at Dancing Grounds (3705 St. Claude Ave. New Orleans, LA 70117). Additional 3-5 hours per week, working remotely or at Dancing Grounds.

Compensation: This is an unpaid internship. Interns are compensated with free dance classes and rehearsal space. A stipend of up to \$500 may be available based on performance.

To Apply: Email a cover letter and resume to randall@dancinggrounds.org.
dancinggrounds.org | info@dancinggrounds.org | (504) 535-5791