Sitka Center for Art and Ecology

Title: Summer Marketing Intern
Status: Seasonal internship, full-time
Stipend: $500 per month, pro-rated (depending on start and end dates,) paid attendance for one workshop, shared on-campus housing including; utilities, wi-fi, washer & dryer access to kayak and canoe, and (when possible) access to studio space.
Hours: 35-40 hours/week- 9:00 a.m.- 6:00 p.m. with one hour lunch break
Internship Dates: ☐ Mid-May to mid-July ☐ Mid-July to late Sept ☐ Both
Days off: Wednesday and Thursday

Support for the Studio Technician

• Ensure the smooth operation of daily workshops
• Greet arriving instructors, assist with their check-in on campus
• Studio set-up and break-down for workshops, assist instructors as needed
• Welcoming students with a brief introductory speech
• Collect workshop feedback forms from instructors
• Assist with parking issues
• Provide general upkeep to facilities
• Greet and inform visitors of events and activities

Internship Marketing Project-
Work on Sitka marketing tasks to include:

• Create digital assets consistent with Sitka’s brand and image: photos and videos of campus, workshops, students and landscape
• Regular posting on social media- Facebook and Instagram
• Assist with creating newsletter and email content
• Community outreach- planning and coordinating a variety of community outreach events
• Help with managing the photo library (digital formats)

This position requires the following experience and characteristics:

• Art making knowledge
• Ability to lift 50 pounds
• Enjoy working with people every day
• Great written and oral communication skills
• Willingness to dive in and learn our Filemaker database, email marketing and social media systems
• Ability to notice what needs done to keep the workshops on-track
• Willingness to live on the Oregon coast, at the Sitka Center
Job Details:
• Work hours vary and include evenings and weekends, 5 work days/week total
• Your regular days off will be Wednesday and Thursday
• Complete an exit interview with Sitka Center Program Manager prior to departure
• Please indicate on the application if you are available for the first, second or both sessions.

Job Qualifications
Behavioral values relevant to this position:
Friendly
Flexible
Resourceful
Dependable

Based on experience, a person in this position would:
• enjoy interacting with people daily
• have an artistic sensibility and art making knowledge
• be able to lift 50 pounds
• have a sense of intentionality when attending to details
• great written and oral communication skills

Send the following application to:
info@sitkacenter.org or Sitka Center for Art and Ecology, 56605 Sitka Drive, Otis, OR 97368
First Name ___________________________ Last Name ___________________________ Date ___________

Address ___________________________ City ___________________________ State __ Zip ___________

Email ___________________________ Telephone ___________________________

Internship Sessions:  □ Mid-May to mid-July  □ Mid-July to late Sept  □ Both

List any marketing, digital or social media experience:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Schools Attended:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Essay Questions: Please include in your application an essay (a total of 250 to 750 words) answering the following questions.

• Why do you want to work at Sitka and what are you hoping to learn from your time here?
• What are your strengths as an employee?
• What specific qualities do you bring to a team environment?
• What makes you an interesting person?

Please attach the following to this Summer Marketing Intern Application:

□ Resume  □ 3 Professional References (list with the references’ names, emails, phone #’s and affiliations)
□ 250 to 750-word essay addressing the 4 questions above

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