Name of Non-Profit Organization: Quasimondo Physical Theatre

Hourly Wage: $10/hour

Average Hours Per Week: 8 – 10 hours

Desired Work Schedule: Ideally, between 10 am – 6 pm, Mondays-Fridays, with occasional availability on weekends to assist with outreach and/or programming. Scheduling is flexible and can accommodate student’s class schedule. However, we would like to establish a schedule that is generally fixed from week to week.

Address: 5151 N. 35th St., Milwaukee, WI 53209

Supervisor Name: Jenni Reinke (Founding Ensemble Member, Vice President) and Brian Rott (Producing Artistic Director, President)

Supervisor Email: jennireinke@quasimondo.org / brianrott@quasimondo.org

Supervisor Phone Number: 414-793-5879 / 414-702-0392

Position Title: Marketing & Outreach Intern

Essential Duties and Responsibilities:

The Quasimondo Marketing & Outreach Intern will help with, but not be limited to, the following tasks:

- Branding and Marketing
- Outreach
- Graphic design
- Website updates
- Social media
- Press releases
- Photography
- Videography
- Organizing and archiving photo, video and graphic files
- Event planning and assistance
- Written and verbal correspondence with stakeholders
- Customer service

The A&P Intern’s duties may overlap with those of the Administration & Programs CLIP Intern.
Hours mostly needed are 10am-6pm, Mondays-Fridays. Some weekend and evening availability may be needed. Must be 18 and older; 21 preferred for events with alcohol present. Hours per week: 8-10.

Required Qualifications:
Verbal Communication
Written Communication
Graphic Design Skills (Adobe Photoshop, Illustrator, InDesign)
Photography Skills
Videography Skills
Initiative
Detail Orientation
Highly Organized
Ability to Work Independently
Ability to Work in a Team
Problem Solving
Flexibility/Adaptability/Creativity
Multi-tasking
Customer Service Skills

The Intern should have reliable transportation and be punctual.

Additional Preferred Qualifications:
Presentation and Public Speaking Skills
Interest in the arts
Interest in community development

Skills/Experiences Gained from this Position:
Intercultural Knowledge and Competence
Critical and Creative Thinking Skills
Effective Communication Skills
Individual, Social, and Environmental Responsibility
Non-profit Administration Skills
Marketing and Branding Skills
Understanding of the role arts play in community-building
The business side of being an artist