Western Montana Creative Initiatives/Open AIR
Communications Internship Job Description

Position Title: Communications Intern
Supervised by: Executive Director
Purpose of Position: To assist WMCI/Open AIR with communications & marketing
Duration: Mid-January - Mid-December 2022
Time Commitment: 10 hours per week
Financial Award Upon Completion: $1500/semester (total possible, $5000) (3 credits/sem)

We are looking for a detail-oriented, friendly, arts-loving, professional individual who will work together closely with the Executive Director to implement components of the Communications plan in 2022. WMCI believes it is most effective when it is in communication and relationship with its various audiences across multiple platforms: in person, on social media, in press and in email. An intern is sought to assist in these areas.

Ideal candidates will be energetic, inventive, hard working, social media and web-savvy, and brimming with ideas about creative ways to engage audiences in the organization's mission. While assisting with a wide range of projects, interns will gain hands-on experience and training in many aspects of marketing and development, while also gaining a good understanding of a small nonprofit organization.

Overall Tasks

Key components of the internship include:

- Serve as a point person on tasks related to implementing Communications related to social media.
- Use Social Media Tools (Facebook, Instagram, YouTube, Mailchimp, etc.) for fundraising and programmatic purposes to communicate with current and potential WMCI/Open AIR supporters.
- Implement aspects of the Strategic Development Plan for communications, including sending monthly and specialty newsletters (internal, external).
- Craft visually appealing materials to engage our audiences and spread the message.
- Assist and serve as liaison with certain press opportunities – press releases, sponsorship opportunities, etc.
- Provide feedback on experience as it relates to the internship and how the organization can continue to grow and improve.

Interns’ responsibilities will include:

- A commitment to work 10 hours per week from Mid-January - Mid-December 2022. Breaks are available and will depend on the needs of the intern. Flex time available.
- Maintain and update Open AIR’s social media sites.
- Integrate communication visuals and didactic materials across multiple platforms.
• Work closely with the Executive Director to produce excellent communications materials in a timely manner following closely the evolving communications plan.
• Track and archive reviews and other media.
• Assist in the production of advertisements, press releases, and promotional materials.
• Assisting with mailings to media, supporters, artists, and other contacts.
• Other occasional tasks that may arise

Qualified candidates will be/have:
• An interest and/or passion for the arts
• Passion for effective communication and utilizing various tools to deliver messaging
• Self-motivated, detail-oriented individuals with superior written, verbal and organizational skills.
• Excellent computer skills with experience in social media platforms & Google Suites tools
• The ability to work independently and with others
• Dependability, flexibility, and ability to maintain confidentiality.
• Organized with the ability to work well under pressure and with deadlines.

WMCI/Open AIR offers paid internships designed to expose interested and qualified students to applied Communications in the nonprofit workplace including marketing, events, and development work, as well as other aspects of the nonprofit industry. The opportunity is intended for those who are serious about pursuing their chosen path in communications, marketing and/or the nonprofit field.

Benefits of an internship at WMCI/Open AIR include a great hands-on learning experience at an innovative and up-and-coming nonprofit arts organization, exposure to talented artists and professionals, and the ability to network with a wide variety of individuals. College credit is also available. This position has a flexible option to work remotely or in the office with flexible hours set by the intern (while observing deadlines).

To apply, send a resume and cover letter to director, Stoney Samsoe at WMCI/Open AIR director@openairmt.org. Subject Line: Internship Application (Communications).

---

ABOUT WMCI/OPEN AIR -- www.openairmt.org

Open AIR is a place-based Artist-in-Residence program that connects artists with unique sites in Western Montana. We strive to connect the community with creative practices in unique places as well by offering free engagement opportunities such as artist talks and studio visits.

Open AIR is a program of Western Montana Creative Initiatives (WMCI) a 501 c 3 based out of Missoula, MT. WMCI began two years ago and is a growing non-profit organization.