



Position: **Marketing Intern**
Department: Marketing
Reports to: **Director of Marketing**
Status: Non-paid, Average of 10-15 hours per week (varies)

Milwaukee Rep's Marketing Department is offering administrative internships for college students and recent graduates who are pursuing careers in professional theater, marketing or non-profit administration. Interns work directly with the Marketing Team, assisting with special projects and day-to-day activities that support Milwaukee Rep. This position will provide an excellent opportunity to learn about marketing for a major regional theater company. Semester-long or full season positions are available.

Job duties may include:

- Research potential partners for cross promotion and ways to connect with relevant communities
- Create and update various marketing contact databases and other data entry projects
- Distribution of printed materials
- Assist in planning and staffing Audience Development events
- Assist with writing and proofreading print and electronic marketing materials
- Opportunities for additional projects based on interest and experience
- General office support
- Other special projects and duties as assigned

Preferred Qualifications:

- Interest in arts administration, particularly marketing, communications and outreach
- Strong written and oral communication skills
- A self-starter with attention to detail and ability to multi-task
- Expertise in Microsoft Office, especially Word and Excel

To Apply:

This is an unpaid internship position that can be used for college credit if requested. A consistent schedule is preferred and occasional weeknight or weekend hours may be requested. Interns will receive complimentary tickets to Rep productions throughout the duration of the internship. Milwaukee Repertory Theater is interested in receiving applications from a broad spectrum of people, including women and minorities. Interested candidates should send cover letter and resume to Director of Marketing Don Rebar at drebar@milwaukeeep.com
Submission deadlines: Fall internships - August 1; Spring internships - November 1; Summer internships – February 15. No phone calls please. For more information, visit www.MilwaukeeRep.com.