



1012 North Noble Street Chicago, Illinois 60642

*Adventure Stage is located at 1012 N Noble, in the West Town neighborhood. Close to CTA Blue line and Busses*

**Title:** Marketing Intern at Adventure Stage Chicago (ASC)  
**Position reports to:** Executive Director and Marketing and Communications Coordinator  
**Position status:** Part-time (10-15 hours per week)  
**Compensation:** One-time Stipend

**Job Description:** Adventure Stage Chicago seeks an intern to assist with its preparations for marketing its 2019-20 Season. The intern will assist with e-marketing, promotions, public relations, and distribution of materials related to ASC events. Interns learn skills and gain knowledge relevant to each of these activities. This internship will require a commitment of 10-15 hours a week.

Responsibilities Include:

- Help with content creation & scheduling (social media, emails, web)
- Web editing (making sure all pages/messages are tracking)
- Listings
- Research for group sales & press pitches
- Photo ops
- Other admin tasks as assigned.

Learning Objectives and Mentoring:

- Student will learn best practices for social media integration between three platforms
- Student will learn strategies for marketing segmentation
- Student will learn to analyze patterns of consumer behavior as it relates to digital communications.
- Student will meet with Executive Director and Marketing and Communications Coordinator at least three times during internship for professional development coaching

Skills Level:

- Strong written and oral communication skills
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
- Ability to multitask on multiple projects
- Ability to work independently

**Applications accepted on an on-going basis. There are no formal deadlines.**

To apply, please submit the following: cover letter and resume, including at least one reference to: [info@adventurestage.org](mailto:info@adventurestage.org)

Adventure Stage Chicago, the participatory arts program of Northwestern Settlement, creates and tells heroic stories about and for young people. We do this to engage our community and inspire all of us to be heroes in our own lives. ASC also offers: the in-classroom arts residency program Neighborhood Bridges; Trailblazers, a youth mentoring program for ages 11-15; and summer drama camps. The Northwestern University Settlement, a community service organization founded in 1891, provides Chicago's West Town community and surrounding neighborhoods with wrap-around social service, educational, and arts programs.