



TEENTIX CCWD DIGITAL MARKETING INTERNSHIP

About TeenTix:

TeenTix exists to break down the barriers that prevent teens from accessing art in our community, such as ticket or admission cost, not knowing where to look for events, navigating transportation around the city, and feeling insecure around arts-going if there's no one in their lives already championing the arts.

About Northwest Folklife:

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. Since 2020, the CCWD (Cultural & Creative Workforce Development Program) has been integral to the City of Seattle's inclusive creative economy strategy, offering paid career development experiences rooted in the foundational aspects of culture and creativity; working on a strengths-based, paradigm shifting platform for artists, creatives, and culture bearers to foster the potential they bring to any workplace.

Northwest Folklife (NWFL), in partnership with the Office of Economic Development (OED) and the Office of Arts & Culture (ARTS), collaborates with a diverse ecosystem of individual artists, culture bearers, cultural organizations, small businesses, entrepreneurs, and community organizers across the Pacific Northwest to provide culturally responsive, career development as well as a community-led program focused on equitable recovery and systemic transformation through the Creative Economy.

The intentional and robust support of the creative and cultural sector is a forward-thinking urban growth strategy which interrupts historical patterns of cultural divestment, displacement, and erasure.



Attention:

All candidates must adhere to organizational and municipal COVID-19 health and safety regulations. Currently, all CCWD program participants and site partners are subject to the City of Seattle COVID vaccination requirements for contractors.

Overview:

This intern supports TeenTix in keeping their social media and other digital marketing youth driven and engaging for people aged 13 - 19, by highlighting TeenTix's involvement in the community, and their programs; The Pass Program, New Guard, and Press Corps. This intern keeps the TeenTix voice relevant by sharing and featuring external content that highlights youth empowerment, leadership, and arts engagement. This position will also support NWFL's Living Legacies program by creating stories about young people engaged

TEENTIX CCWD DIGITAL MARKETING INTERNSHIP
Continued

in sustaining their heritage stories. The ideal intern will be creative, adaptable, and offer unique, fun ways to continue marketing TeenTix to broader audiences.

REPORTS TO:	TeenTix staff* + CCWD Program Manager (NWFL)
HOURS:	15 Hours/Week (January 2023 - June 2023)
COMPENSATION:	\$19.00 per hour

*As the Digital Marketing Coordinator, you will assist the Deputy Director with digital and written content for social media. Work schedule will be set. Individuals must be willing to commute to site, though the role is a mixture of in-person and remote work. Scheduling for this position is negotiated by TeenTix staff.

Digital Marketing Coordinator Primary Duties with TeenTix:

- Design and create visual and written content to support TeenTix and TeenTix Partner news and events through our digital communication channels such as our website, e-newsletter, and social media channels (Instagram, Facebook, Twitter, and Tik Tok)
- Content creation & distribution for TeenTix video channels including YouTube and IGTV.
- Managing the scheduling of social media posts using scheduling applications such as Hootsuite and Google calendar
- Opportunity to gain or increase familiarity with a variety of Communications platforms including, but not limited to Mailchimp, Later, Canva, etc.
- Community story creation in tandem with NWFL (such as with the Living Legacies project)

Other Duties with TeenTix:

- Create, edit, and maintain entries on the TeenTix.org events calendar
- Program Development - attend and participate in key team meetings and activities when available with the Executive Director and other staff
- Other duties as assigned

Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):

- Complete CCWD internship experience surveys
- Attend individual and program check-ins (In person or virtual)
- Special cohort projects (co-designed by participants)

Qualifications & Skills:

- Strong verbal and written communication skills
- Outstanding organizational skills and attention to detail
- Ability to work independently and take initiative on projects
- Ability to juggle multiple projects at once
- Experience in customer service and cultivating relationships with diverse populations
- Experience with MS Office, G-Suite applications, and task management software to work under pressure efficiently with a positive attitude
- A passion for: Arts and culture, promoting cultural exchange, and community-building
- Applicants should be participating in or have recently participated in creatively centered youth programming OR should be currently enrolled in creative coursework or following a creatively focused area of study/major. Please contact us if you have questions regarding this requirement
- Available during TeenTix's work hours M-F 10am – 6pm. Some weekend or evening hours for event documentation
- Interest in digital marketing and design and/or non-profit administration
- This position may be required to lift, pull, and/or carry objects up to 25 lbs.
- Passion for and commitment to TeenTix's mission of empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders

HOW TO APPLY:

- **Interested candidates can send a resume and introductory statement describing their interest and skills (no more than 2 - 3 paragraphs). This statement can include:**
 - Your interest in creative careers and skills
 - Who you are, and how you think this internship will help you
 - What is most exciting to you about taking part in this internship
- **Please submit materials to: internships@nwfolklife.org**
- When applying please put the SUBJECT LINE: **TeenTix Digital Marketing Intern**
- **Applications will be reviewed as they are submitted. Interviews will begin in late January 2023. Position is open until filled.**

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife's vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.