



**NORTHWEST  
FOLKLIFE**



## **TEENTIX CCWD DIGITAL MARKETING COORDINATOR INTERNSHIP**

### **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. As a cultural arts & heritage organization, we are extremely committed to equity, diversity, and inclusion. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in the desire to serve community. This internship will be hosted at TeenTix, in collaboration with NWFL.

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### **Overview:**

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.

This intern supports TeenTix in keeping their social media and other digital marketing youth driven and engaging for people age 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 in sustaining their heritage stories. The ideal intern will be creative, adaptable, and offer unique, fun ways to continue marketing TeenTix to broader audiences.

<b>REPORTS TO:</b>	TeenTix staff & Cultural & Creative Workforce Development Program Manager
<b>HOURS:</b>	15 Hours/Week (October 2021 - January 2022)
<b>COMPENSATION:</b>	\$16.69/Hour

\*As the Digital Marketing Coordinator, you will assist the Fundraising and Marketing Specialist 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.

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**Continued**

**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 Adobe Photoshop, Adobe Illustrator, Canva, and other platforms for design and editing.
- Living Legacies story creation in tandem with NWFL

**Digital Marketing Coordinator Secondary 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 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)
- Other duties as assigned

**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 – 6p. Some weekend or evening hours for event documentation.
- Interest in digital marketing and design and/or non-profit administration.

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**Continued**

- 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.

**To Apply:**

Please submit an introductory statement (2-3 paragraphs) which includes:

- 1) Your interest in creative careers and skills
- 2) Who you are, and how you think this internship will help you
- 3) What is most exciting to you about taking part in TeenTix's internship

Inclusion of a resume or CV is optional.

When applying please put the SUBJECT LINE: TeenTix Internship.

Please submit materials to [internships@nwfolklife.org](mailto:internships@nwfolklife.org). Applications will be reviewed beginning October 25, 2021. The position will be 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.*