



# MARKETING INTERNSHIP

PR / NEWS WRITING / SOCIAL MEDIA

## Description

The Barbershop Harmony Society is looking for a qualified intern to join our marketing team. Our marketing department oversees publications, external public relations, and our web, social media, and audio/video production activities. We seek an intern with strong storytelling instincts and superb writing skills to contribute in all these areas.

This intern should be prepared to work in a fast-paced and SUPER-FUN team environment, and will finish the internship having gained broad experience in various aspects of marketing.

## Responsibilities

- Research and write background stories on participants in Barbershop education and performance events
- Enter contact information into contact management systems
- Provide support to social media efforts
- Maintain tracking report of public relations activity
- Assist with digital photo archiving; uploading, renaming, and organizing asset files
- Graphic design work using Photoshop
- Assisting in major events, running social promotions, assisting with live-streaming and photography needs, backstage assistance
- Other duties as requested

## Requirements

- Demonstrated excellent verbal and written communication skills
- Extensive knowledge of web and social media.
- Be available for travel to event locations if required.
- Video production experience is a bonus, and will be considered when choosing the best applicant for this internship position.

## Internship Outcomes

At the end of this internship, you will ...

- Have a portfolio of published, bylined work
- Understand pitch requirements for various media
- Understand story packaging for multiple channels
- Have demonstrated understanding of social media outcomes and measurement



## HOW TO APPLY

The Barbershop Harmony Society is pleased to offer a variety of internships to those wishing to experience the inside world of a not-for-profit business. Interested candidates are invited to submit a letter of interest and résumé. You must apply online to be considered. Résumés sent by email or mail are not considered applications.

Apply online:

<https://barbershopharmonysociety.submittable.com/submit/112185/2018-barbershop-harmony-society-internship>

Barbershop Harmony Society  
Megan Henderson, Internship Manager  
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*Because this is an internship, you may discontinue the internship at any time for any reason, and the Barbershop Harmony Society may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us. As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in the BHS retirement plan. During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.*