

Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

**Job Title:** Marketing Intern

**Position Overview:**

Cincinnati Playhouse in the Park seeks a Marketing Intern to assist with various tasks in the marketing and communications department and reports to the Director of Marketing and works closely with the Digital Marketing Associate and Content Marketing Associate.

The internship is a part-time, temporary position during the fall semester of 2024 (August – December), with an hourly rate of \$15.00/hour. Works 12-15 hours per week within normal business hours (9:00 am to 5:00 pm, Monday-Friday).

**Position responsibilities:**

- Upload content to the website (Sitefinity CMS)
- Build brand-consistent emails in WordFly
- Sit in on and participate in content creation meetings
- Create social media posts, including short-form vertical video
- Administrative work, including filing and data entry
- Other duties as assigned

**Ideal Qualifications and Requirements:**

- Good writing and editing skills are a must.
- A strong work ethic that demonstrates initiative and creative thinking.
- Interest in theatre and the arts.
- Experience creating and editing for social media, Tik Tok-style videos is a plus.
- Experience with Photoshop and InDesign is a plus.
- Commitment to DEIA (Diversity, Equity, Inclusion, Accessibility) values and ability to interact and build relationships with people of diverse backgrounds, personalities and working styles.

**Work Environment and Physical Demands:**

- Position is located in-person in a climate-controlled office.
- Digital dexterity and hand/eye coordination in operation of standard office equipment (computers, phones, photocopiers, and filing cabinets).
- Position is generally sedentary.
- Light lifting, carrying, pushing, pulling of supplies, files, etc.: generally up to 10 lbs. and occasionally up to 25 lbs.
- Occasional stooping, kneeling, crouching.
- Ability to speak clearly to and hear/listen to employees/clients via phone or in person.



**Hourly Rate:**

- \$15/hour

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse’s health and safety plan – while at work and outside work – that continues to be updated per latest state, local and Federal guidelines.

The physical demands and safe working expectations described here are representative of those that must be met by a candidate to successfully perform the essential functions of the internship, with or without a reasonable accommodation.

**To Apply:**

Qualified intern candidates should submit a cover letter, resume, and two (2) writing/content samples by April 15, 2024, to Kathy Neus, Director of Marketing and Communications, at [kathy.neus@cincyplay.com](mailto:kathy.neus@cincyplay.com).