

Intern Job Description: Public Relations/Marketing/Communications Intern

Company: Nameless Theater

Company Description: Nameless Theater is a newly established DC based theater company. The mission of Nameless is to reinvent theater, by focusing on the most important element - the audience. We produce work that can exist freely outside the proverbial box, by creating art unconfined by traditional theater spaces and artistic norms. It is our belief that theater should be accessible to all audiences and we specifically target the non-traditional theater goers. Nameless does not aim to provide audiences with a great show, rather an unforgettable experience.

Position: Marketing and Communications Intern

Description: Nameless Theater is looking for an enthusiastic Public Relations/Marketing/Communications Intern to assist with the PR and promotional campaign for the company's Fall productions. Interns will have the opportunity to gain experience working for a professional theater company and work closely with management to implement their ideas.

Responsibilities:

- Research appropriate community and theater contacts in the Washington, DC area to contact on behalf of Nameless Theater
- Draft, distribute and pitch news releases, media alerts and other stories
- Build, update, and maintain Nameless Theater's social media presence, including scheduling Instagram updates
- Collaborating with staff on new ideas, directions, and campaigns for marketing and communications

Desired Skills and Experience:

- Completed or working toward a college degree, preferably in a related field (e.g., Theater, English, Marketing/Communications, or Public Relations) OR related work experience
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired, but not essential.
- Knowledge of HTML and graphic design a plus, but also not essential.

Start Date: April 28, 2014.

Hours: 8 – 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home.

Compensation: This is an unpaid professional development internship opportunity.

To Apply: To apply please send a resume to emailthenameless@gmail.com

Nameless Theater is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.