



Williamston Theatre is a professional regional theatre that offers a diverse array of intimate storytelling experiences to entertain, build a sense of belonging, and foster empathy for the human journey.

### **Employment Opportunity**

**Title: Marketing Intern**

**Time: July 1, 2025 – June 30, 2026**

Looking for a self-motivated, performing arts enthusiast, student interested in being an integral member of the marketing team at the Williamston Theatre.

Responsibilities include, but are not limited to:

- Assist with the planning and implementation of promotions for productions and season.
- Writing promotional materials for productions and season.
- Create and execute advertising plan on social media platforms.
- Design and construct graphic design material to be used on social media.
- Content creation, primarily video, for social media platforms.
- Execute group sales initiatives, and search for additional group purchase opportunities.
- Creation of promotional materials for discount offer opportunities.
- Assist with other day-to-day tasks as they are assigned.
- Hybrid position. Some on-site work will be required. Hours vary, are flexible, and may include evenings and weekends.
- Position is paid and/or may be used for academic credit.

Desired qualities:

- An interest in performing arts and theatre is preferred.
- A student pursuing a degree in advertising, marketing, communications, arts management, or a related field is preferred but not required.
- Understanding and experience with all Microsoft Office programs.
- Strong writing ability.
- Strong communication skills.
- Ability to work within a team dynamic.
- Ability to multi-task and adapt to changing priorities.
- Experience using and designing within Canva, Adobe Photoshop and/or InDesign is a plus.
- Video Editing is a plus.
- Ability to multi-task and adapt to changing priorities.
- Previous work experience within the entertainment industry is a plus.

If interested, please email your resume and 1-3 samples of social media content you've created to Emily Sutton-Smith at [emily@williamstontheatre.org](mailto:emily@williamstontheatre.org). In your email, please provide information on any existing work/school conflicts and whether you need academic credit for the work.