Communications Intern (10 hours/week)

Organization Overview

Ballet Memphis aspires to reveal and celebrate the universality of the human experience through dance. The organization was founded in 1986 with the mission to create a ballet company that is reflective of our community and the nation by creating, presenting and teaching ballet in a way that celebrates the human spirit. Over the years, our professional company has developed an extensive original repertoire that spotlights the unique cultural significance of our region. This work has been shared with audiences at home and at venues around the nation, including the Joyce Theater in New York City and the John F. Kennedy Center for the Performing Arts in Washington, D.C., among others. Today, Ballet Memphis operates through four program pillars: a professional dance company, a ballet school and advanced youth ensemble, robust Pilates and Wellness offerings, and a growing body of community impact work.

Job Summary

This paid internship provides individuals with meaningful experiences in content creation, advertising coordination, and digital asset management. Your work will help strengthen the effectiveness of Ballet Memphis’ marketing, advertising, and overall external communications practice. As a member of the Advancement Department, the Communications Intern is a multi-talented generalist who operates under the direct supervision of Ballet Memphis’ Senior Communications Strategist and in collaboration with the Executive Office.

Responsibilities

- Gather still photography and video content for social media use. This covers all four of Ballet Memphis’ program pillars: Ballet Memphis School, Pilates + Wellness, Community Impact, and, during the artistic season, the Professional Company of dancers.
- In collaboration with the Senior Communications Strategist, create social media content including copy and select campaigns.
- Manage the regular posting of events to public calendars.
As an ongoing project, catalogue and organize digital content to support a cohesive and functional archive of visual content and other digital communications assets.

Support the coordination of advertising invoices, print and other submission deadlines.

**Qualifications**

- Currently enrolled in a graduate or undergraduate degree program. Photography, Design, Communications, or other related fields preferred. Undergraduate candidates are encouraged to be in their Junior or Senior year.
- Demonstrable proficiency in gathering photographs and video content. A work sample or portfolio may be requested.
- Able to communicate professionally by email, phone, and in-person with internal and external parties.
- Proficiency in Adobe Photoshop, Illustrator, InDesign, and/or Premier Pro is a plus.

This internship is offered in three terms: summer, fall, and spring. The Executive Office will work with qualified candidates to identify mutually agreeable start and end dates for each term. This position is expected to work 10 hours/week as a practical supplement to a graduate or undergraduate experience and is compensated at $15/hr.

Ballet Memphis works to sustain an environment that is consciously inclusive of all races, ages, religions, sexual identities, gender expressions, and abilities. We renounce racism as well as any other system or structure that perpetuates exclusion and causes harm. Our excellence derives from our diversity and we commit to continuously challenging ourselves as well as old ideas and outdated norms that hinder the full celebration of our collective humanity.

**To Apply**
Please send a cover letter and resume to careers@balletmemphis.org.