

Appel Farm Arts & Music Center

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Marketing and Programs Internship

Appel Farm Arts & Music Center, located in Elmer, NJ, is seeking a marketing and programs intern to support two signature events, the annual Healthy HeARTS Festival and the Regional Scholastic Arts Awards.

This is a paid opportunity designed for a budding arts administrator interested in marketing, event planning, and arts education. This internship will offer hands-on work experience and meaningful professional development opportunities.

Duties:

The intern will support Marketing and Outreach Efforts for the annual Healthy HeARTS Festival. Primary duties include:

- Create graphics and write copy for social media posts
- Schedule social media posts through Meta Business Suite
- Complete market research tasks including updating spreadsheets of press contacts and businesses
- Visit local businesses to distribute promotional print materials and create potential partner relationships
- Outreach and communication with event vendors
- Help coordinate and schedule event volunteers as needed
- Support Increased attendee and vendor engagement (photos, videos, and real-time feedback) during the Festival

The intern will support administrative and communication efforts for the Regional Scholastic Art Awards. Primary duties include:

- Create graphics and write copy for promotion of Scholastic Art Award applications on social media
- Outreach to prior participants and educators
- Confirming details of entries as submitted
- Updating contact database for participating schools and students
- Help coordinate the volunteer database for program events, and schedule volunteers as needed

Qualifications:

Ideal applicants will demonstrate the following:

- Strong verbal and written communication skills
- Familiarity with Google Workspace (Drive, Docs, Sheets)
- Familiarity with Facebook and Instagram

- Comfort communicating on the phone and in person with people of different backgrounds and age groups
- A strong desire to learn more and gain experience towards a career in arts administration

This is a grant-funded position geared towards an emerging arts administrator interested in building their resume and networking in the arts administration field in the South Jersey region.

Per the grant guidelines, an emerging arts administrator is defined as any adult (aged 18 or older) who currently lives, studies, or works within the state of New Jersey. This individual has worked less than three years in the field of non-profit arts administration. Individuals working as teaching artists, artists, performers, and/or non-arts sector professionals who wish to gain experience in arts administration are included in this definition.

Schedule:

This is an in-person position for an average of 20 hours per week for the period of August 1 - November 30, 2023. Days and hours are flexible according to the needs of the applicant.

Compensation:

\$15 per hour for an average of 20 hours per week.

This opportunity is funded through the Lifelong Learning Internship program, a special initiative grant, supported by the New Jersey State Council on the Arts.

To Apply:

Interested applicants should submit a resume and email of interest to Jessica Doheny, Executive Director, at jdoheny@appelfarm.org.

EOE

Appel Farm Arts & Music Center is an equal opportunity employer with an ongoing commitment to diversity, equity, and inclusion and creating safer spaces. Appel Farm hires without discrimination based on race, creed, color, national origin, nationality, ancestry, age, sex, sexual orientation, marital status, atypical cellular blood trait, liability for service in the armed forces in the United States, or mental or physical disability subject only to conditions and limitations applicable to all persons.