



SUMMER FEST 2019

General Marketing Intern

The Summer Fest General Marketing Intern will assist in website updates, online and email marketing and new program initiatives for San Jose Jazz programs. This is a rigorous position in a fast-paced, collaborative environment. It is a great opportunity for an individual interested in gaining exposure to the non-profit arts sector while adding practical experience to their résumé.

Internship Duties

- Perform design and content updates to the organization's main and Summer Fest websites
- Edit and proof emcee scripts and other promotional narratives
- Perform basic photo, video and graphic editing using the Adobe Creative Suite
- Update event listings on various external sites as needed
- Help deploy html emails promoting Summer Fest using Constant Contact
- Communicate benefits and requirements to stage emcees
- Research additional outlets to raise the Fest's visibility with general public.
- Research and update the press and other organization contacts document
- Other duties as required

Summer Fest Duties, August 9–11

- Deliver emcee scripts to emcees and stage managers. Furnish emcees with meal coupons and other needed items
- Along with marketing director and marketing associate, assist in transport of official Fest videographer and dignitaries
- Other tasks as assigned

Suggested Skills

- Ability to work in fast-paced environment with strong project organizational skills and attentiveness to detail
- Outgoing and diplomatic personality with the ability to lead others and work in a team environment
- Knowledge of Adobe Creative Suite (including Photoshop, Illustrator and InDesign) and Microsoft Office applications (including MS Word, Excel and PowerPoint)
- Experience using WordPress or other web-based content management interfaces
- Strong written communication and editing skills
- Experience with Constant Contact is a plus
- Experience with Google Drive

Time Commitment

200+ hours, beginning by early June and ending August 23.

Start date of the position is flexible, but it should begin by June 3. A May start date is ideal. Scheduled hours should be two-three days per week in our downtown San Jose office, ramping up to 40 hours per week two-three weeks before the event. Attendance and work during all open hours of the Fest from Friday, August 9-Sunday, August 11, is mandatory. Reporting and de-brief activities will be done from August 12-23.

A \$1,000 stipend will be given upon completion of all duties on August 23. Passes for Summer Fest and other events will be provided, as available, on a case-by-case basis. To apply for this internship, contact Marketing Associate Kelly Quinlan at kellyq@sanjosejazz.org. Please supply résumé of past experience and a short statement of interest in the position along with a schedule of availability as well as any writing samples of content you believe best summarizes you as a writer (i.e. essay excerpts, social posts for an organization you were employed by, programs, etc).

About San Jose Jazz

Founded in 1986, San Jose Jazz is a public benefit corporation celebrating jazz as a dynamic, evolving art form and is producer of the annual San Jose Jazz Summer Fest and Winter Fest. With its singular music programming and innovative educational offerings, San Jose Jazz preserves the jazz tradition while actively supporting the next generation of performers within the genre and beyond. In 1987 San Jose Jazz produced its first Winter Jazz Series; in 1990 it produced its first jazz festival; and in 1993 it produced its first youth education program. San Jose Jazz is a dynamic, region-wide organization presenting over 160 events annually.

