



San Jose Jazz

Summer Fest Marketing Intern

The Summer Fest Marketing Intern will assist with website and social media updates, gaining experience in social media marketing, email marketing, graphic design, and event management. This is a paid internship in a fast-paced, collaborative environment where you will wear many hats and juggle multiple priorities at once. It is a great opportunity for an individual interested in gaining exposure to the non-profit arts sector while gaining practical experience with a diverse set of duties. You will be working to promote and execute our annual Summer Fest, a downtown festival with more than 40,000 attendees and a variety of genres, including jazz, blues, R&B, soul, funk, Latin, and more.

Intern Responsibilities

- Perform basic photo, video and graphic editing using the Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Update content and design updates on the org site and the Summer Fest site
- Promote upcoming Break Room shows and Summer Fest at our Boombox Truck pop-up shows (set up the table and pop-up banner, hand out postcards, gather emails, and run the spinning wheel contest)
- Update event listings on various external sites as needed (Bandsintown, Songkick, Jazz Near You, Cityspark, KCSM Datebook)
- Make badges for important Fest attendees in InDesign and laminate them
- Write and deliver emcee scripts to emcees and stage managers
- Furnish emcees with meal coupons and other needed items
- Along with marketing director and marketing assistant, assist in transport of official Fest videographer and dignitaries
- Report to Marketing Assistant, Kartik Jain
- Other tasks as assigned

Time Commitment and Pay

- 102 hours from start date (flexible) to end of July
- 40 hours over the first 2 weeks of August
- 28 hours of full-time, onsite availability August 9-11
- 170 hours total

The position pays \$17.55 per hour and intern must work in-office

To apply for this position, please email your resume, cover letter, and writing sample/portfolio to kartikj@sanjosejazz.org

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
- Experience with Google Drive, Docs, and Sheets
- Knowledge of Adobe Creative Suite (including Photoshop, Illustrator and InDesign)
- Experience using WordPress or other web-based content management interfaces
- Strong written communication and editing skills
- Experience with Constant Contact is a plus

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.