



Position: Social Media Content Gathering Intern

Reports to: Chief Programming Officer

Status: Part-Time, Non-Exempt

Schedule: Flexible; 4-8 hours per week, with some evenings and weekends based on event needs

Salary: Stipend

### **Role Summary**

The Academy Center of the Arts is seeking a creative Social Media Content Gathering Intern to support the organization's social media strategy. This position is perfect for students or early-career professionals who are passionate about social media and eager to gain hands-on experience in content creation, planning, and community engagement.

#### **Essential Duties:**

- Content Collection: Gather photos, videos, and stories from events, performances, and classes for use on social media platforms.
- Social Media Scheduling: Help schedule posts using social media management tools (e.g., Buffer, Meta Business Suite) to maintain an active presence.
- Community Engagement: Monitor and respond to comments, messages, and mentions to engage with followers.
- Assist with Content Creation: Work with the marketing team to create captions, design graphics in Canva, and publish content that aligns with marketing goals.
- Trend Research: Stay informed on current social media trends and recommend ways to improve audience engagement.

#### **Professional Qualifications:**

- Currently pursuing a degree in marketing, communications, or a related field.
- Passion for social media and understanding of platforms like Facebook, Instagram, Twitter, and YouTube.
- Experience using social media management tools and basic design tools like Canva is a plus.
- Strong communication skills and ability to write engaging content.
- Ability to manage multiple tasks and meet deadlines.

To apply for this position, please submit resume, cover letter, and three references to Michelline Hall & Joel Williams at [mhall@academycenter.org](mailto:mhall@academycenter.org) and [jwilliams@academycenter.org](mailto:jwilliams@academycenter.org).