



## Marketing Coordinator Internship Job Description

**Background:** The Hollywood Theatre is a not-for-profit organization whose mission is to entertain, inspire, educate and connect the community through the art of film while preserving a historic Portland landmark. For more information please visit [www.hollywoodtheatre.org](http://www.hollywoodtheatre.org).

**Title:** Marketing Coordinator Intern

**Reports to:** Director of Programs and Community Engagement, Head Programmer and Technical Director

**Position Description:** The Marketing Coordinator will help to increase awareness of all Hollywood Theatre programs and initiatives, including but not limited to film programming, special events, educational activities, and development efforts.

**Hours:** 20-40 hours per week. Flexible schedule, but must meet all established deadlines.

**Compensation:** Position is unpaid. Intern will receive discounted or free tickets to screenings and special events at the Hollywood Theatre.

### Responsibilities

- Assist with website updates and coordinate new media
- Develop press releases as necessary
- Create comprehensive database of targeted businesses and community organizations
- Generate creative briefs for design interns
- Assist with coordination of Hollywood Theatre "street team"
- Prepare weekly reports and maintain regular contact with supervisor

### Qualifications

- Self-directed, highly motivated and energetic
- Excellent communication and interpersonal skills
- Beneficial, but not necessary: Adobe Creative Suite, web design/graphic design background, knowledge of Wordpress

**To Apply:** Please send resume and cover letter to Justen Harn - [justen@hollywoodtheatre.org](mailto:justen@hollywoodtheatre.org)