

TEXAS FOLKLIFE

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texasfolklife.org

Texas Folklife Mission

Texas Folklife is a statewide non-profit organization dedicated to preserving, presenting, and documenting the diverse cultures and living heritage of the Lone Star State. Since 1984, Texas Folklife has honored the cultural traditions passed down within communities across Texas and explored their importance in contemporary society. Texas Folklife promotes, presents and documents the state's rich cultural legacy through a vibrant mix of exhibitions, performances, community residencies, apprenticeships, and educational programs in Austin and around the state.

Position: *PR & Marketing Intern*

Start Date: Position open until filled
Time Commitment: Part-time at 12+hours per week, preferably two to three times a week in office (office hours are Mon-Fri 9am-5pm)
Supervisor: Charlie Lockwood, Executive Director
Salary: Unpaid, with stipend upon successful completion of internship

Job Description:

Texas Folklife seeks a student or recent graduate to support our mission in a volunteer capacity as a PR & Marketing Intern. As part of the Texas Folklife team, you will work with and meet people who are passionate about supporting traditional arts and culture across the state.

Duties and Responsibilities:

- Help us grow our social media following and post on multiple social media channels
- Design materials for email marketing
- Curate email list and press logs
- Help keep website updated with new content (Drupal)
- Assist in organizing Texas Folklife events and fundraisers
- Design promotional materials
- Attend Texas Folklife events and fundraisers when applicable
- Perform other duties as assigned.

Skills and Experience:

- Social media savvy. Prior experience managing professional accounts is a plus
- Excellent computer skills, ability to learn new software / online platforms quickly
- Desire to learn about arts administration, non-profit fundraising and management
- Photoshop, Drupal, and/or video editing experience a plus.
- Highly organized and able to manage multiple ongoing projects
- Ability to work independently and as part of a team
- Ability to take direction well and work efficiently

Requirements:

- Must be able to work 12+ hours per week
- Must have access to reliable transportation

To apply:

Please send resume, cover letter to:
Executive Director Charlie Lockwood clockwood@texasfolklife.org