

# OPENING NIGHTS

at FLORIDA STATE UNIVERSITY

## JOB DESCRIPTION

**TITLE:** Communications/Social Media Intern  
**REPORTS TO:** Marketing and Communications Manager

Opening Nights at Florida State University is the professional performing arts presenter for the university, hosting more than 75 performances, events and educational programs for the university and community at-large.

The Communications/Social Media Intern will assist with social media, newsletters, news releases, member relations and advertising schedules for Opening Nights events. The position is designed for individuals interested in learning more about communications and marketing for the performing arts.

### Job Description:

The intern will perform a variety of communications functions important to the series with an emphasis on social media and will assist with one or more of the following projects at any given time:

- Create and implement social media campaigns, that includes written text, video and contests
- Update Social Media and Community Calendars
- Interview members and sponsors for testimonials to promote the program
- Update advertising schedules and budgets
- Write Press Releases
- Review and write website content
- Office administrative tasks

### Necessary Skills and Qualifications:

- Excellent written and oral communication skills
- Social Media experience
- Ability to lift up to 25 pounds
- Ability to multi-task

### Time Commitment:

Candidates must be willing to work a regular office schedule for 15 hours per week plus some events.

Start date: September 4, 2018

End date: May 2, 2019

Juniors, seniors, and graduate students only. Customer service experience preferred.

This is a paid internship.

### TO APPLY

Please send cover letter, résumé and writing samples to [openingnights@fsu.edu](mailto:openingnights@fsu.edu) with “Communications Intern” in the subject line.