

Short North Alliance Internship

Develop valuable workplace skills and experience while interning for one of the most exciting and dynamic urban communities: the Short North Arts District! This intern supports public relations, marketing, event planning, project management, and logistics. This internship is remote.



About the Organization

The Short North Alliance is a 501(c)3 non-profit organization that serves the property owners and business owners of the Short North Arts District. Our mission is to nurture the Short North Arts District as a vibrant and balanced residential, cultural and business community and as a regional and national destination through: advocacy; public realm improvements; arts and cultural community engagement, creative marketing and programming; and fundraising. The Short North Alliance internship offers insight into business administration, public relations, marketing, and event planning, as well as the world of not-for-profits.

Intern Roles and Responsibilities

Intern assists with marketing and outreach, including managing content on ShortNorth.org, and with virtual event planning including general production, project management, vendor coordination, and logistics organization. Intern also assists in coordinating events such as Gallery Hop, HighBall Halloween, and other initiatives. Additional tasks include administrative duties such as strategic data collection and direct communication with 300+ businesses.

Minimum Qualifications

Candidates must possess strong project management skills, written and verbal communication skills, excellent organizational skills, standard computer skills including proficiency in Microsoft Office and G Suite, strong maturity and dependability, and ability to follow detailed instructions. Candidates must be able to multitask. Desired degree programs include: Hospitality Management, Business Administration, Arts Administration, Communications, Marketing, and Public Relations.

Applicants must demonstrate their ability to meet these minimum requirements to be considered:

- Availability for a minimum of 15 hours per week, M-F, 9:00am – 5:00pm
- Must have a laptop
- Must have completed at least four semesters of a Bachelor's program
- Available to start internship August 30, 2021 or shortly after

Compensation

Interns receive a \$100 monthly stipend at the conclusion of each month worked in the internship.

Application Instructions

Interested applicants should send a resume and cover letter to info@shortnorth.org with the subject: Short North Alliance Internship – Your Name. No calls will be accepted.