

SHORT NORTH ARTS DISTRICT

SHORT NORTH ALLIANCE

ADMINISTRATIVE OFFICE

875 N. High St, 3rd Floor
Columbus, OH 43215

P/ 614.299.8050

SAFETY OFFICE

1181 Mt. Pleasant Ave
Columbus, OH 43215

SHORT NORTH ALLIANCE EVENTS & MARKETING INTERNSHIP

Develop valuable workplace skills and experience in one of the most exciting and dynamic urban communities: the Short North Arts District! Events & Marketing Interns primarily support events and marketing efforts of the organization, including event logistics, social media, copywriting, website content editing, and graphic design.

About the Short North Alliance

The Short North Alliance (SNA) is a 501(c)3 non-profit organization serving business owners, property owners, and residents of the High Street, East 5th Avenue, and North Fourth Street commercial corridors and the Short North Arts District.

Our mission: To nurture the Short North Arts District, High Street, East 5th Avenue, and North Fourth Street commercial corridors as vibrant, creative, and inclusive communities and leading arts destinations.

Our work: The Short North Alliance supports one of most treasured neighborhoods and visitor destinations in Columbus by leading clean and safe programming, presenting some of the most longstanding Short North Arts District events (Gallery Hop, Hops on High, HighBall Halloween, etc.), managing beautification projects, spearheading public art programs, and overseeing marketing, communications, visitor supporting programs, and community advocacy for the over 4 million annual visitors and the 300 businesses and 700 property owners who call the Short North and Fifth Avenue and Fourth Street Special Improvement District areas home.

Learn more about us at shortnorth.org and fifthandfourth.org.

Intern Roles and Responsibilities

Intern assists with a variety of responsibilities related to event logistics and digital marketing, including:

- content creation and curation
- copywriting
- scheduling and live posting
- social media monitoring & engagement through organic and paid content
- toolkit creation and distribution
- analytics reporting
- website editing
- analytics reporting
- event logistics

Interns may also support additional communications, marketing, and event efforts, and other tasks as assigned.

Minimum Qualifications

Candidates must possess strong project management skills, written and verbal communication skills, excellent organizational skills, standard computer skills including proficiency in G Suite, strong maturity and dependability, and ability to follow detailed instructions. Graphic Design, photography, and/or videography experience is a plus.

Candidates must be able to multitask in a fast-paced event environment.



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Desired degree programs include:

Communications, Public Relations, Marketing, New Media, Design, Arts Administration, Non-Profit Administration, and/or Hospitality Management or similar fields.

Applicant requirements to be considered as candidates include:

- Availability for 15-20 hours per week, including work time during Monday through Friday, 9 am-5 pm, as well as nights and weekends as needed for special events (ex., Gallery Hop, Hops on High on the first Saturday of the month)
- Must have a laptop
- Must have completed at least four semesters of a Bachelor's program
- Available to start internship by June 1 or sooner

Duration

Minimum internship end date: September 31, 2024. Interns may be invited to continue the internship beyond the end date if job performance is satisfactory.

Compensation

Interns will be compensated at a rate of \$15/hour.

Application Instructions

Interested applicants should send a resume and cover letter to employment@shortnorth.org with the subject: **Short North Alliance Internship – Your Name**. Applicants will be considered on a rolling basis. Priority will be given to applicants received by May 27, 2024.

No calls will be accepted.

