

ORGANIZATION NAME: Flagstaff Cultural Partners
DATE: December 8, 2008
ADDRESS: PO Box 296
CITY: Flagstaff STATE: AZ ZIP: 86002
PHONE NUMBER: 928-779-2300 FAX: 928-779-7197
CONTACT PERSON: John Tannous
E-MAIL: jtannous@culturalpartners.org

INTERNSHIP TITLE: Marketing / Public Relations Intern
INTERSHIP LOCATION: Coconino Center for the Arts – 2300 N. Fort Valley Road
PREFERRED MAJOR(S) Graphic Design, Marketing, Public Relations, Arts Management, Communications
INTERNSHIP SUPERVISOR: John Tannous TITLE: Executive Director

JOB DESCRIPTION: Flagstaff Cultural Partners mission is to enhance the spectrum and quality of cultural experiences available to residents of and visitors to our community. Under the direction of the Executive Director, the Marketing Intern handles promotion activities for programming at the Coconino Center for the Arts, and for Flagstaff Cultural Partners. Duties include writing press releases, arranging for interviews, scheduling and designing advertisements, writing PSA's, working with media outlets and handling all printed materials and mailers, attending Center openings. Design of CCA/FCP printed brochures and mailers may also be included.

QUALIFICATIONS: Applicants should be in pursuit of a degree in Marketing, Communications, Arts Management, Graphic Design or a related area. Experience with Graphic Design highly preferred. Must be able to work as a member of a team, and work independently. Must be able to communicate effectively in a professional environment.

HOW SHOULD STUDENTS APPLY?:

Send Cover Letter and Resume to FCP by mail or e-mail.

HOURS: 10 hrs/week SCHEDULE: days, flexible
LENGTH OF INTERNSHIP: January – May 2009
WAGE/STIPEND: none
CLOSING DATE: January 31, 2009