

PAYOMET

PERFORMING ARTS CENTER

Marketing Intern

Summary

Payomet Performing Arts Center seeks a Marketing Intern for the 2022 spring and/or summer season.

Equal Opportunity Employment

Payomet is an equal opportunity employer. Payomet is committed to providing a work environment free from all forms of discrimination including gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status, ancestry, and marital status.

About Payomet Performing Arts Center

Payomet Performing Arts Center is a volunteer-driven, non-profit performing arts organization located at Highlands Center, an abandoned air force base, in North Truro, MA on beautiful Cape Cod. We are committed to sustainable growth in order to remain true to our core mission: to produce exciting professional live music, theatre, circus arts, and humanities events with social impact. Our artistic decisions are informed by the eclectic tastes of our outer Cape audience. Payomet programming is embedded in core values of equity, diversity, and inclusion and can be described as “outside the box and inside the community.”

Application Deadline: Applications welcome until position is filled

Position Type: Part-time, Seasonal Spring and/or Summer 2022. Flexible start date.

Compensation: \$18/hr. Mileage reimbursement.

Please note that this position will require reliable transportation and housing.

Payomet is located within the National Seashore. The venue itself is a tent. The applicant will be working frequently outdoors in a natural setting.

Qualifications:

- A basic understanding of marketing work and principles
- An interest in performing arts, nonprofit work, and/or marketing
- Background and interest in the arts and culture of indigenous peoples and First Nations
- Excellent written and verbal communication skills
- Organizational skills and the ability to complete tasks on time
- Ability to take initiative on assigned projects
- Ability to multitask and balance multiple projects at once

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- Willingness to ask questions

Responsibilities:

- General assistance with marketing and development personnel
- Social media support
- Online calendar postings
- Postering/street team
- Marketing support at events (email sign-ups, raffle ticket sales, table representative, swag sales, photography, etc.)
- Assist with all aspects of running concessions at shows
- Usher as needed (most shows are g/a)
- Box office support

How to Apply

To apply, email your cover letter and resume as a single PDF file to staff@payomet.org with "Marketing Intern" in the subject line. The cover letter should include relevant experience, how you became aware of the position, and any direct experience you have had with similar positions and organizations. No phone calls, please.