



## MARKETING & COMMUNICATIONS INTERN

The National Comedy Center is currently seeking interns for its 2024 internship program. This is an excellent opportunity to get involved with an award-winning non-profit cultural institution and national-scale destination to gain real-world experience, learn new skills, and make connections. The state-of-the-art National Comedy Center was recently named the “Best New Museum” in the country by *USA Today* and one of the “World’s Greatest Places” by *TIME* magazine.

The Marketing and Communications Intern will assist the Marketing team in developing promotional materials and social media content to build brand awareness for the National Comedy Center, as well as assist in the promotion and publicity for the annual Lucille Ball Comedy Festival in August.

This internship will be on-site in Jamestown, NY, for the Summer 2024 season. The National Comedy Center is open to extending this internship beyond Summer only.

### RESPONSIBILITIES

- Assist in writing press releases, promotional copy, and press outreach.
- Track press coverage received.
- Assist in designing and distributing promotional brochures, posters, and other marketing materials.
- Produce digital content for social media platforms, email campaigns, and websites.
- Gather and organize various multimedia marketing assets.
- Assist in researching and identifying vital promotional opportunities to support the National Comedy Center, the Lucy Desi Museum, and Lucille Ball Comedy Festival.
- Photography or videography on-site during events as needed.
- As required, participate in weekly check-in meetings with the National Comedy Center and Comedy Festival team meetings and activities. Other duties as appropriate and necessary.

### REQUIREMENTS

- Must be pursuing a career in communications, graphic design, marketing, etc.
- Knowledge of photo and/or video editing is preferred.
- Must be a strong writer and communicator.
- Successful candidates should have access to reliable transportation, as the position involves distribution of marketing materials.
- Intern must be able to commit to 15-20 hours per week. Hours are flexible.
- All interns must complete at least 4 hours each week on the floor of the National Comedy Center to learn how the attraction operates, interact with visitors, and increase their comedy knowledge.
- During the week before and the week of the Lucille Ball Comedy Festival in August, hours may increase to full time but remain flexible (each intern can work out schedule with supervisor).
- Interns will utilize their personal laptops during the internship. If other arrangements are needed, please discuss upon acceptance into our program.

### CONTACT

To apply, please submit a resume and cover letter to [internships@comedycenter.org](mailto:internships@comedycenter.org). Phone/Skype interviews are also available for students who cannot interview in Jamestown.