

## **LUX Marketing Intern Job Description**

LUX Center for the Arts is a 501(c)(3) non-profit organization. This mission of LUX Center for the Arts is to enhance the lives of a diverse public through the visual arts by providing exceptional learning opportunities in contemporary art, craft, and design. These opportunities, honoring the legacy of arts educator Gladys M. Lux, include art classes, residency programs, gallery exhibitions, and community outreach.

LUX Center for the Arts has an active Marketing Committee, which helps plan and implement marketing strategies for the following programs:

1. Gallery Exhibitions
2. Art Education Programs
3. Special Events including fundraising events, lectures, community events, and the like
4. Gladys M. Lux historical print collection exhibitions
5. Fundraising activities including membership campaigns, solicitations and recognition, donor solicitation and recognition

### **Responsibilities (Intern will be responsible for tasks that are aligned with their strengths and desire for learning opportunities)**

- Assist with updating LUX Center website.
- Update and maintain social media presence.
- Submit openings and other events to online calendars.
- Design posters, postcards, and other print material
- Distribute marketing pieces around Lincoln.
- Assist with coordinating off-site events, activities, and presentations.
- Assist with First Friday openings.
- Assist with writing and distributing monthly press releases.
- Serve on the LUX marketing committee

### **Time Commitment**

5-10 hours per week and attend First Friday gallery openings once a month.

### **Reports to**

Membership and Marketing Intern is supervised by and reports to the Director of Community Involvement.

**Qualifications and Skills**

LUX Center for the Arts is currently seeking a graduate or undergraduate student to assist the Director of Community Involvement. Applicant must be a graduate or undergraduate student in marketing, advertising, public relations, business administration, or graphic design. Additional experience in an art organization or non-profit organization is a plus. Candidate must be self-motivated, detail oriented, able to work independently, and able to follow instructions. Excellent verbal and written communication skills, having reliable transportation, and advanced word processing skills are required. Knowledge of Adobe design products along with Microsoft Excel, PowerPoint and Access is a plus. There is no compensation for the internship. Credit may be obtained for this internship through local universities.

**To apply**

Send resume and cover letter to [carlos@luxcenter.org](mailto:carlos@luxcenter.org) or Carlos Guerrero, LUX Center for the Arts, 2601 N 48<sup>th</sup> St, Lincoln, NE, 68507