

# FIELD ARTS & EVENTS HALL

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## JOB DESCRIPTION

### Marketing and Communications Intern

#### Internship Overview:

Are you interested in marketing, communications, design, and event promotion? Field Arts & Events Hall is seeking a Marketing and Communications Intern to join our team and contribute to our mission of promoting and celebrating arts and events in Port Angeles.

#### Responsibilities:

As a Marketing and Communications Intern at Field Arts & Events Hall, you will work closely with our Marketing & Communications Officer, Jess Grello. Responsibilities include:

- Collecting data from marketing campaigns and organizing it into reports
- Writing and scheduling social media content to promote events, rentals, and engage our audience
- Assisting in the design and creation of eye-catching advertisements and promotional materials
- Creating blog posts about Field Arts & Events Hall events
- Working with brand ambassadors to organize volunteers for promotional events and poster distribution

#### What We Offer:

This internship is designed to be flexible and provides room for personal and professional growth. The right candidate is someone with a keen interest in marketing, communications, advertising, design, and/or event promotion. During your time at Field Arts & Events Hall, you will have the opportunity to:

- Gain hands-on experience in marketing and communications within the arts and events industry
- Develop skills in data analysis, social media management, graphic design, and content creation
- Learn to utilize AI for content creation, strategic planning, and photo editing
- Explore Adobe Creative Suite as well as ticketing platforms and CRM tools
- Collect, interpret, and apply marketing campaign data

#### Qualifications:

- Currently enrolled in a Peninsula College degree program related to marketing, communications, advertising, design, or a related field (or recent graduate)
- Strong written and verbal communication skills
- Creativity and a passion for the arts and/or event promotion
- Ability to work independently and collaboratively in a fast-paced environment

- Some experience with social media platforms and/or graphic design tools is a plus

**How to Apply:**

If you're excited about the opportunity to be part of a dynamic team, gain hands-on experience in marketing and communications, and contribute to the cultural enrichment of Port Angeles, we'd love to hear from you.

To apply, please submit your resume, a cover letter detailing your interest in the internship, and any relevant work samples or portfolio (if applicable) to [info@fieldhallevents.org](mailto:info@fieldhallevents.org). Please use the subject line Marketing & Communications Intern.

Field Arts & Events Hall is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

**ABOUT FIELD ARTS & EVENTS HALL**

Field Arts & Events Hall is a vibrant and dynamic theater, conference, and event venue dedicated to hosting a wide range of artistic and cultural experiences. Located in the heart of Port Angeles, our Field Hall plays host to concerts, exhibitions, performances, and community events, as well as private conferences, meetings, celebrations, and weddings. Our mission is to be a home for arts and events that bring people together and strengthen our community.

Field Hall's **mission** is to provide a home for arts and events that brings people together and strengthens our community.

Field Hall's **vision** is to inspire, nurture and empower the local arts community and to enrich the cultural life and educational experience of residents and visitors by merging arts, science, and culture and sparking economic development.

Field Hall's **values** respects all peoples and cultures through arts excellence and inclusive programming and is a welcoming place for all in our community to connect through creativity.

Field Hall will:

- Serve, strengthen, and showcase arts and culture in Port Angeles.
- Draw people of all ages and backgrounds to downtown Port Angeles for a variety of activities year-round.
- Celebrate what is unique about Port Angeles and enhance its reputation.
- Be a core piece of Port Angeles' identity – a source of community pride.

# FIELD ARTS & EVENTS HALL

With its 500-seat multi-purpose auditorium, 300-seat state-of-the-art conference facility, art gallery, catering kitchen, and coffee shop, Field Hall represents the newest and most significant arts, entertainment, and special events combination found anywhere in the region.

As a performing arts center, Field Hall will serve the North Olympic Peninsula as a host for artistic programming produced by new and existing local nonprofit performance, cultural, and education groups and as a presenter of world-class artistic and cinematic programming to audiences.

As a venue for conferences and events, Field Hall will serve as a modern critically needed venue for community gatherings, meetings, non-profit seminars, and local business events as well as a full-service event center for regional and national conferences, sales and marketing events, tourism conclaves, etc.

Sitting immediately adjacent to the City's new waterfront esplanade, the building features breathtaking views of Vancouver Island, the Strait of Juan de Fuca to the North, and the Olympic Mountains to the South. In so doing, its architecture captures the vibrancy, sense of community, and natural beauty of the surrounding area.