About Northwest Folklife:
Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. As a cultural arts & heritage organization, we are extremely committed to equity, diversity and inclusion. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in the desire to serve community. This internship will be hosted at TeenTix, in collaboration with NWFL.

Overview:
This intern supports TeenTix in keeping their digital marketing youth driven and engaging for people age 13 - 19, by highlighting TeenTix’s involvement in the community, and their programs; The Pass Program, New Guard, and Press Corps. This intern keeps the TeenTix voice relevant by sharing and featuring external content that highlights youth empowerment, leadership, and arts engagement. The ideal intern will be creative, adaptable, and offer unique, fun ways to continue marketing TeenTix to broader audiences.

<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>TeenTix staff &amp; Cultural &amp; Creative Workforce Development Manager</th>
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<tbody>
<tr>
<td>DIRECT REPORTS:</td>
<td>N/A</td>
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<tr>
<td>HOURS:</td>
<td>15 Hrs/Wk</td>
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<tr>
<td>COMPENSATION:</td>
<td>$15.75 hrly</td>
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*As the Digital Marketing Coordinator, you will assist the Marketing and Partnerships Manager with digital and written content. Work schedule will be set. Individuals must be willing to commute to site when stay at home order is lifted. Scheduling for this position is negotiated by TeenTix staff.

Digital Marketing Coordinator duties with TeenTix:

- Design and create visual and written content to support upcoming TeenTix and TeenTix Partner news and events through our communication channels including but not limited to; social media, the TeenTix Blog, e-newsletters, and TeenTix.org.
• Event documentation – lead on-site photo and video documentation, archive content management, and distribution for TeenTix events such as Teen Nights, Teeny Awards, and the Teen Arts & Opportunity Fair.
• Content creation & distribution for TeenTix video channels.
• Represent TeenTix at marketing and outreach events and work with internal and external stakeholders.
• Create, edit, and maintain entries on the TeenTix.org events calendar.
• Manage the assignment and distribution of physical passes for the TeenTix Pass Program.
• Help fellow interns with operations and administrative tasks, including, but not limited to: Filing, copying, supply runs, mail runs, etc.
• Program Development - attend and participate in key team meetings and activities when available with Executive Director and other staff.
• Apply learned skills from internship towards a special project, with guidance from Director of Development and Executive Director (self-directed).
• Opportunity to gain or increase familiarity with Adobe Photoshop, Adobe Illustrator, Canva, and other platforms for design and editing.
• Other duties as assigned.

Coordination Assistant Responsibilities with NWFL:

• Complete Internship experience surveys
• Attend bi-weekly check-in (In person or virtual)
• Other duties as assigned.

Qualifications & Skills:

• Demonstrated success in customer service and cultivating relationships with diverse populations
• Experience with MS Office, G-Suite applications, and task management software to work under pressure efficiently with a positive attitude
• A passion for: Arts and culture, promoting cultural exchange, and community-building
• This position may be required to lift, pull, and/or carry objects up to 25lbs.
• Applicants should be participating in, or have recently participated in creatively-centered youth programming OR should be currently enrolled in creative coursework or following a creatively-focused area of study/major. Please contact us if you have questions regarding this requirement.
• Available during TeenTix’s work hours M-F 10am – 6p. Some weekend or evening hours for event documentation.
• Strong verbal and written communication skills.
• Ability to work independently and take initiative on projects.
• Outstanding organizational skills and attention to detail.
• Ability to juggle multiple projects at once.
• Interest in digital marketing and design and/or non-profit administration.
• Passion for and commitment to TeenTix’s mission of empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders.
To Apply:
Interested candidates can send a resume and introductory statement describing their interest and skills (no more than 2 - 3 paragraphs) to internships@nwfolklife.org. Applicants are requested to submit no later than May 22, 2020. When applying please put the subject line as: TeenTix Digital Marketing Coordinator Intern.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife’s vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.