

Retail/Marketing Internship (Unpaid)

Job Title: Retail/Marketing Intern (Unpaid)

Objective: Merchandize the ever-changing inventory of the store within the theme for that quarter. Work to produce signage and maintain up-to-date inventory of donations. Work with Website & Marketing Intern and Executive Director to host sales within the theme for the quarter.

Responsibilities:

- Organize, merchandize, and Snap the ever-changing inventory of the store.
- Work with store manager to design signs and installations for the store's front windows and ceilings.
- Use Excel or Google Sheets to record monthly donations.
- Send out a Thank you notes to supply donors

Qualifications:

High school diploma
Working toward undergraduate degree
or equivalent experience
Background or interest in the arts
Writing proficiency
Desire to learn and grow
Ability to meet deadlines

Commitment:

25 hours/month
September 2015-June 2016

To Apply:

1. Send resume and cover letter to Jess Johnson (jmartandsupplies@gmail.com)
2. Select a brick and mortar shop that uses Instagram and explain why their images are effective for their brand, what you like about it and what you would do differently. (one page)

Applications due October 15, 2015 for the Fall Semester- Spring Semester

Applications due January 15, 2016 for the Spring Semester-Summer 2016

Benefits:

Mentorship
Supportive Environment
Creative Space
Community Interaction
JAM Membership
Grow network in Sioux Falls art community
Platform to showcase personal work
Learn to transcribe interviews
Potentially earn internship credits

Gain competencies in:

WordPress
Google Drive
Hootsuite
Mentorship program
Improve writing skills and blogging capabilities
Learn about retail in a real-world, organic way

Blogging Internship (Unpaid)

Job Title: Blogging Intern (Unpaid)

Objective: Join the JAM team as an intern blogger! Conduct artist interviews; write about local art shows, events and art.

Responsibilities:

- Bi-monthly blog posts on South Dakota art topics one your choice, second post editor's choice (14 posts)
- Transcribe artist interviews

Qualifications:

High school diploma
Working toward undergraduate degree
or equivalent experience
Background or interest in the arts
Writing proficiency
Desire to learn and grow
Ability to meet deadlines

Commitment:

25 hours/month
September 2015-June 2016

To apply:

1. Send resume and cover letter to Jess Johnson (jmartandsupplies@gmail.com)
2. Select a blog post from any website and explain why it's effective, what you like about it and what you would do differently (one page)

Applications due October 15, 2015 for the Fall Semester

Applications due January 15, 2016 for the Spring Semester

Benefits:

Mentorship
Supportive Environment
Creative Space
Community Interaction
JAM Membership
Grow network in Sioux Falls art community
Platform to showcase personal work
Learn to transcribe interviews
Potentially earn internship credits

Gain competencies in:

WordPress
Evernote
Google Drive
Hootsuite
Mentorship program
Improve writing skills and blogging capabilities
Learn about the benefits of blogging

Website and Marketing Internship (Unpaid)

Job Title: Website and Marketing Intern (Unpaid)

Objective: Maintains Robust Event Calendar for Facebook, EventBrite, and Website Calendar

Responsibilities:

- To create a Facebook Event, Eventbrite Event, and Website Calendar for each JAM Event
- To follow closely the event of EVERY art event in Sioux Falls and to add to our Website Calendar
- Uses Facebook to advertise for events
- Collaborates with Retail/Marketing Intern and Executive Director to make sure the JAM Sales are highlighted

Qualifications:

High school diploma
Working toward undergraduate degree
or equivalent experience
Background or interest in the arts
Writing proficiency
Desire to learn and grow
Ability to meet deadlines

Commitment:

25 hours/month
September 2015-June 2016

To apply:

1. Send resume and cover letter to Jess Johnson (jamartandsupplies@gmail.com)
2. Select a brand and explain why their website is effective, what you like about it and what you would do differently (one page)

Applications due October 15, 2015 for the Fall Semester

Applications due January 15, 2016 for the Spring Semester

Benefits:

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Mentorship program
Improve writing skills and blogging capabilities