



## COMMUNICATIONS IN GRANTMAKING – INTERNSHIP

**Status:** Internship  
**Contact:** Jake Sinatra, manager – special projects & communications  
**Duration:** 12 Weeks, February to May 2018, with possibility to extend for qualified candidate  
**Hours:** Up to 10 hours per week  
**Stipend:** \$11 per hour

### Internship Scope

Work with Cuyahoga Arts & Culture’s team to raise awareness and contribute to the organization’s strategic communications through marketing, social media and administration.

### Key Projects & Essential Functions

- Advance the ongoing communications efforts of the agency, including:
  - Support organization-wide social media activities, leading discrete projects when necessary
  - Work with staff to identify CAC-funded events and opportunities to feature and promote
  - Create original written and/or visual content for weekly publishing on CAC’s online platforms
  - Assist with communications and education efforts to connect residents to Cleveland Arts Events.com, CAC’s online calendar of events
  - Support the transition to CAC’s new events calendar platform and management system

### Qualifications/Skills Needed

- Strong written and verbal communication skills are a must
- Well-versed in social media trends, tools and strategy
- Well organized and detail oriented
- Self-starter with an ability to complete tasks with minimal supervision
- Inquisitive, sense of humor, positive attitude and willingness to accept feedback

**Location:** As an intern, work will take place at our offices in downtown Cleveland (Bulkley Building, 1501 Euclid Ave, Cleveland, OH 44115). An option to work some hours remotely may be possible.

### About Cuyahoga Arts & Culture

Cuyahoga Arts & Culture (CAC) is one of the largest public funders for arts and culture in the nation, helping hundreds of organizations in Cuyahoga County connect millions of people to cultural experiences each year. Since 2007, CAC has invested more than \$170 million in 375 organizations both large and small, making our community a more vibrant place to live, work and play. For more information, visit [cacgrants.org](http://cacgrants.org).

### How to Apply

To apply, please send your resume and a one-page cover letter to [bakernord@case.edu](mailto:bakernord@case.edu). The application deadline is January 30, 2018.