

INTERN-MARKETING & DEVELOPMENT

Position Summary

The Milwaukee Ballet Advancement department is seeking a Marketing & Development Intern for the fall semester to support the team while gaining hands-on workplace experience that correlates to the intern's current education program and/or coursework. The Intern will gain experience supporting the campaigns, promotions, fundraising initiatives, and audience engagement efforts that help bring Milwaukee Ballet's mission to life. They will contribute to marketing campaigns, content creation, donor communications, special events, and promotional initiatives. This internship is ideal for a creative, organized, and collaborative college student interested in nonprofit arts marketing, communications, digital media, or development.

This is an **unpaid, part-time seasonal internship position**. Hours are flexible based on availability and class schedules, with an anticipated 10-20 hours per week in-person at Milwaukee Ballet's downtown offices.

Candidates must be eligible to receive academic college credit.

Intern Responsibilities

- Ideate and draft copy for a variety of materials, including promotional emails, blogs, newsletters, social media, press releases, program books, and other marketing materials.
- Assist with creative content related to advertising, marketing, and development campaigns.
- Develop and propose creative content concepts and trends for social media channels, including reels, photography, video, and other campaign content.
- Photograph and video record content for select social media, marketing, and promotional projects.
- Learn and utilize marketing and development tools for email content creation, social media scheduling, gift processing (Tessitura), website updates, and other digital marketing activities.
- Assist with project management tasks and internal communication between departments to coordinate content creation opportunities, website updates, and other marketing projects.
- Research and analyze competitors to provide suggestions and generate ideas for Milwaukee Ballet's marketing and social media channels.
- Assist with Milwaukee Ballet events including donor engagement opportunities, fundraising events, and community outreach activities.
- Provide front-of-house support during performances when applicable.
- Perform other duties as assigned to support the Advancement team and optimize project workflows.

Qualifications

- Currently pursuing a degree in Marketing, Communications, Public Relations, Digital Media, Nonprofit Management, Arts Administration, Graphic Design, or a related field.
- Excellent written and verbal communication skills, with strong proofreading and editing abilities.
- Creative thinker with an interest in storytelling and audience engagement.

- Familiarity with major social media platforms and digital marketing best practices.
- Photography and/or videography experience is a plus.
- Experience with Canva and Microsoft Office is required; experience with Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro) or other photo/video editing software is a plus.
- Ability to manage multiple projects, prioritize deadlines, and work both independently and collaboratively.
- Interest in nonprofit arts organizations and performing arts is preferred.
- Availability to work occasional evenings and weekends during performances and special events.
- All qualified candidates must be 18 years or older and pass an extensive background check.

Required Values & Qualities

- **Organized & Detail-Oriented:** Able to manage multiple projects and deadlines, and multi-task efficiently.
- **Reliable & Accountable:** Can be counted on to follow through on projects and responsibilities.
- **Positive Attitude:** Works well with others and responds with positivity to support colleagues.
- **Professional Demeanor:** Comfortable working in an office environment and professionally representing Milwaukee Ballet.
- **Excellent Communication:** Can communicate effectively with colleagues, vendors, board, students, parents, and patrons.

About Milwaukee Ballet

Milwaukee Ballet is home to a professional dance Company, Second Company, and School & Academy. The organization's mission is to transform lives and connect communities through inspiring performance, community engagement, education, and training. Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene and world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume via our [Application Form](#).
- Successful applicants will be subject to a background check.