

INTERN-DIGITAL MEDIA

Position Summary

Milwaukee Ballet is home to a professional dance Company, Second Company, and nationally accredited School & Academy. The organization's mission is to transform lives and connect communities through inspiring performance, community engagement, education, and training.

The Marketing department is seeking a Digital Media intern for the spring semester to support the team while receiving hands-on workplace experience that correlates to the intern's education program and/or coursework. The ideal candidate will be creative and social media-fluent with practical skills to participate in photography, videography, graphic design, and content creation.

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

- Assist with creative content related to advertising campaigns.
- Develop and propose creative content concepts (reels, photo/video campaigns, etc.) for social media channels.
- Track and selectively apply social media trends to Milwaukee Ballet content.
- Research and analyze competitors to provide suggestions and generate further ideas for Milwaukee Ballet profiles.
- Photograph and video record content for select social media projects.
- Assist with editing graphics, photo, and video projects.
- Upload, organize, and maintain creative content and digital database.
- Assist with internal communication between all departments to schedule content creation opportunities.
- Other tasks as assigned to optimize creative workflow through project management tasks.

Qualifications

- Currently pursuing a degree in Graphic Design, Marketing, or other relevant fields, with an anticipated graduation date of May 2025 or later.
- Experience with operating camera and video equipment is highly recommended.
- Strong work ethic and interpersonal skills.
- Knowledge of Microsoft Office products including Word and Excel.
- Experience working with Canva, Adobe Creative Suite (including Photoshop, Illustrator, InDesign, Premiere Pro), and iMovie or other video editing software.
- Knowledge of ballet/dance is a plus.
- May be required to work some nights and weekends, specifically during performances, programs, or 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

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. 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 Portal, along with two samples of work: either graphic design, photo/video editing, or social media content creation (not from a personal account).
- Successful applicants will be subject to a background check.