



*Lean & Hungry Theater 1525 Newton St, NW Washington, DC 20010*

## **Lean & Hungry Theater Public Relations & Marketing Intern**

Lean & Hungry Theater is seeking a highly-motivated individual for the part-time internship position of Public Relations and Marketing Intern. This is an opportunity to gain practical experience in producing and maintaining an innovative, professional public presence while working with a small team of dedicated people for the greater good.

The Lean & Hungry Theater Public Relations and Marketing Intern will be responsible for creating marketing materials, and developing and implementing public relations strategies for Lean & Hungry that matches its goals and public image.

Responsibilities will include:

- ★ Identify audience demographics and potential sponsoring partnerships;
- ★ Research potential marketing partners and develop relationships for events, including in-kind, volunteer and sponsorship relationships;
- ★ Create new marketing materials, including: tri-fold brochure, and sales, education workshop, and corporate sponsorship slicks, and save the date cards and invitations for fundraising events;
- ★ Create, implement and analyze audience surveys;
- ★ Create and send out a monthly newsletter via MailChimp, coordinating with the Education and Production staff for updates and features;
- ★ Create press releases for each production, season announcements and major events;
- ★ Prepare targeted media lists, and distribute press releases;
- ★ Manage communications with patrons, donors, and staff;
- ★ Update and maintain mailing lists.

The ideal candidate is well-organized, able to work independently but request guidance as needed, and has strong communication skills. Must be able to convey information in writing, over the phone, and in person in an accurate, clear and gracious manner. Must function well as part of a team and be able to report clearly and in a timely manner to members of the team. This is an unpaid position.

Lean & Hungry Theater is a 501(c)3 company based in Washington D.C. Lean & Hungry Theater's shows are performed before a live audience and broadcast on NPR



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stations across the country. Lean & Hungry creates these audio plays for use with study guides and curriculum in classrooms. [www.LeanAndHungryTheater.com](http://www.LeanAndHungryTheater.com)

How To Apply: Please send resume and cover letter to [Jessica@LeanAndHungryTheater.com](mailto:Jessica@LeanAndHungryTheater.com) by September 20<sup>th</sup>, 2013.