



TITLE: 2021 Big Top inTENTsive Communications Intern

Department: Marketing	Staffing Classification: Seasonal
Reports to: Marketing Manager	FLSA Classification: Exempt
Last updated: 2/16/21	Signature:

JOB SUMMARY:

Circus Smirkus is seeking an organized, energetic person with strong new media, writing and photography/video skills to assist our marketing department during the 2021 summer season.

The Communications Intern will work as part of Circus Smirkus Marketing team to provide support for the exposure of the brand through the publishing, monitoring and archiving of images, video, written and other content. The internship is designed to give students or entry-level professionals the opportunity to experience firsthand the workings of a youth circus arts organization – and most importantly, how to let the public know about it also. Students in film studies, new media, marketing, journalism, creative writing or marketing/communications are encouraged to apply.

Although the specific length and terms of the internship will be negotiated when an offer is made, a commitment of nine weeks is requested, beginning in mid-June and ending in mid-August 2021. The intern will be based at our headquarters in Greensboro, VT. For students, this internship may allow you to earn school credit; check with your school for appropriate opportunities. **Room and board and a weekly stipend of \$150.00 will be provided.**

ESSENTIAL FUNCTIONS: *(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)*

Provide Content For Marketing Department To Promote the 2021 Summer Season

1. Act as primary content provider for the Smirkus Big Top Tour blog, giving visitors an inside view of life with the circus.
2. Produce and edit photos, videos and written content for website and company emails to promote the Big Top inTENTsive.
3. Publish photos, video and written content to social media sites, including the Circus Smirkus Instagram, Youtube and others using strategies outlined by the Marketing Department.
4. Act as press liaison on site, and coordinate photo and press opportunities with the Marketing Manager, Counselors & Coaches.
5. Other jobs as needed.

KNOWLEDGE AND EXPERIENCE:

1. Excellent written and oral communication skills.
2. A natural curiosity and profound interest in telling stories (with words and images).
3. A knack for social media including Instagram, Tik Tok and Youtube.
4. Proven skills in photography and videography.
5. Photo editing skills.
6. Video production skills are not necessary but a plus!
7. Ability to thrive in a fast-paced environment and meet deadlines.
8. Ability to be flexible, positive, take initiative and demonstrate good judgment.
9. Ability to maintain confidentiality and follow-through on tasks and projects.
10. Professional interest in fields of communications, journalism, film, new media and marketing.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

- Internal: Work is normally conducted in an office environment.
- External: Work conducted outside and in circus tents, in rural Vermont.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

- Work involves standing, walking, bending, kneeling, reaching, stooping, hearing and communicating effectively.
- Work may include occasional pushing, pulling, or carrying equipment.
- Must be able to lift 50 pounds.

SUPERVISION:

Supervision is received from the Marketing Manager. Additional supervision is received from the Tour General Manager, and the Director of Programming.

PERIOD OF EMPLOYMENT:

This is an approximately 9 week seasonal position 6/16-8/17.

A PROMISE OF INCLUSION

Throughout history, the circus has sought out and celebrated all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities. It is fundamental to our values to welcome employees, participants, and audience members of all backgrounds with the curiosity, respect, and awe human diversity inspires.

Joining a Circus Smirkus program – as a participant, an employee, or an audience member – means you belong. As a company, we promise to consider only merit in making hiring or program decisions. The only thing that matters to us is your willingness to embrace our values and help us create joy and magic for everyone who encounters a Smirkus program. If you're smart and talented and willing to work hard, please apply for a job with us!

As a proud upholder of circus tradition we commit to providing everyone equal opportunity to become a star, both in and out of the ring.