Development and Marketing Intern – North End Music and Performing Arts Center

No. of Jobs Available: 1
Supervisor: Emily Cox, Assistant Director of Admissions and Financial Aid
Contact: emily.cox@necmusic.edu

Job Summary: Description: The North End Music & Performing Arts Center (NEMPAC) seeks a Development and Marketing Intern to support Fall 2021 development, marketing, and communications tasks, with a focus on the Annual Donor Appeal Campaign. The intern will report directly to the Development Manager and Marketing Manager and will gain broad experience in a non-profit environment, including building and sustaining donor relationships, creating compelling communication pieces that tell the NEMPAC story, participating in various print and online marketing campaigns, and running a major Annual Donor Appeal Campaign. Hours are flexible and will average 15 hours per week on site in the North End. The ideal candidate will be motivated and organized, with good attention to detail and strong writing skills. NEMPAC is committed to being a strong artistic resource. We provide a nurturing and creative environment for students and artists through superior, quality arts education and artistic programs. NEMPAC is committed to diversity and inclusion.

Responsibilities Include:

- Assist with compiling and maintaining address list of about 800 contacts for Annual Appeal mailing
- Assist with tracking and analyzing results of Annual Appeal
- Assist with donor acknowledgements, including letters and thank you cards
- Prepare weekly donor update for Executive Director
- Help with donor database upkeep, including adding new contacts, updating existing contacts, and merging duplicate contacts
- Gather testimonials from donors and other community members for use in development materials
- Assist in building Donor Circle participation
- Research and maintain a file for best practices for donor solicitation
- Research grant opportunities
• Research sponsorship opportunities
• Support weekly newsletter copy and formatting and help with editing eblasts and other communications as needed
• Provide support to social media efforts
• Assist in the creation of signage, email campaigns, online promotion, etc.
• Assist in the fulfillment, distribution or delivery of marketing materials, including flyer distribution
• Perform analysis of marketing and sales data
• Maintain tracking report of public relations activity

Note that this is a community service position and applicants must have been awarded and accepted Federal Work Study in their financial aid package.

Diversity Statement: NEMPAC believes we are all musicians and performers. We are committed to diversity and inclusion. We aspire to build a diverse staff team and community. We embrace people of all backgrounds and invite them to join us.

About the North End Music & Performing Arts Center:

North End Music & Performing Arts Center (NEMPAC) is a 501(c)(3) community music school and performing arts center empowering artists of all ages and abilities. In 2001, five North End mothers created NEMPAC to meet a community need for children’s instrument lessons. Twenty years of unwavering community support fueled NEMPAC’s growth from a 501(c)(3) offering piano lessons out of its founders’ homes to a community music school and professional performing arts center operating from over 15 locations throughout the City of Boston. Today, NEMPAC’s community music school serves over 1,500 students per week through private and group music instruction, on-site arts programming at area schools, as well as in-house education classes. NEMPAC credits the rigor and quality of its educational programming to the distinguished team of 30-plus faculty members who mentor and teach the next generation of artists.

NEMPAC’s performing arts center attracts regional, national, as well as international solo acts and professional music groups to stages in the greater-Boston area. From jazz to opera, NEMPAC’s professional performances cater to all musical tastes and acquaint 7,500 audience members per year to the transformative quality of the arts.
Position starts on 10/1/2021 and this is an on-campus position.

$15 per hour.

**Qualifications:**

- Attention to detail is essential
- Must be organized
- Excellent verbal and written communication skills
- Ability to take direction, work independently, and multi-task as needed
- Must be motivated and a team player, and ready to work during the fast-paced Annual Donor Appeal Campaign period
- Knowledge of social media
- Graphic design a plus
- Experience with Canva, Constant Contact, Wordpress, Google Analytics, Facebook, Instagram, Twitter, MS Office Suite, donor databases a plus

**How to Apply:** Please send a cover letter and resume to Emily Cox, Assistant Director of Admissions and Financial Aid, by August 31. Applicants will be reviewed on a first-come, first-serve basis.