

# Say Yes Buffalo Internship Program

**Position:** Development & Marketing Intern

**Organization Name:** Young Audiences of Western New York

**Location:** 1 Lafayette Square, Buffalo, NY 14203

**Website:** [www.yawny.org](http://www.yawny.org)

**Organization Description/Profile:** Young Audiences of Western New York (Young Audiences) is a dynamic and growing provider of arts learning opportunities for young people. We present professional artists who engage young people in creative learning opportunities. Young Audiences provides services in all eight counties of Western New York including: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming. We offer assembly, workshop, and long-term residency programs with professional Teaching Artists, committed to their craft, and using it as a tool for creative learning. Art forms include music, multi-media arts, theater, dance, and visual, and literary arts. Young Audiences is an affiliate of Young Audiences National, the nation's leading arts-in-education organization, with 30 affiliates in 21 states.

**Position Supervisor & Title:** Beth Ireland, Director of Development & Marketing

**Internship Title:** Development & Marketing Intern

## **Internship Duties and Responsibilities:**

### **Development**

- Conduct prospect research on individual, foundation, government, and corporate donors and funders
- Support with logistics associated with special events as well as our annual fundraising event; this includes: assisting with creation of invitation list, soliciting sponsors, generating ideas, and marketing efforts
- Assist with mailings, filing, and special projects, as needed

### **Marketing**

- Help build and maintain social media presence and engagement based on key performance indicators
- Assist in implementation of marketing plans; help execute marketing content calendar
- Establish protocols for collecting and interpreting survey data for qualitative and quantitative market analysis

### **Minimum Requirements**

- Say Yes Scholar (must be at least a rising Sophomore) in good academic standing or recent Say Yes grad
- Interest in the arts preferred
- Desired skills:
  - o Customer Service
  - o Microsoft Excel
  - o Microsoft Word

### **Intern takeaways:**

- Skills:
  - Leadership
  - Communication
  - Program Planning
  - Interpersonal
  - Collaboration
  - Adaptability

**Duration of employment:** The position requires 20 hours per week. The candidate will begin in June with an expected end date of August, for a maximum of 200 hours. Exact start and end dates will be determined between the candidate and employer.

**Compensation:** Rate of pay is \$11.10/hour. NOTE: Any determination regarding academic credit will be made by the intern's academic department.

### **Accommodations:**

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

**To apply:** Submit resume and cover letter to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org).

**Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

**Deadline:** May 1, 2019