



theUmbrellaArts.org | 40 Stow St, Concord, MA

MARKETING INTERNSHIP

POSITION:

Title: Marketing Intern

Department: Marketing

Hours: Part Time, 15-20 hours/week (flexible)

Duration: Winter 2027 (dates flexible)

Reports To: Marketing Manager and Marketing Associate

Credit: Unpaid. Interns may elect to receive school credit, and will gain work experience tailored to professional growth.

DESCRIPTION:

Umbrella Arts is seeking a driven and energetic individual looking to gain experience in the fields of nonprofit arts administration, marketing, and social media for Winter 2027.

The Marketing Intern will assist with all areas of the Marketing Department, including social media content creation, research and archiving, and graphic design.

Tasks may include but are not limited to:

- Assist with development, design, and distribution of marketing materials including flyers, posters, and additional collateral
- Assist with planning and designing social media marketing campaigns
- Assist with creation of social media posts including graphics and short videos
- Content capture of spring programs such as classes and events
- Conduct research on social media trends, marketing strategies, and audience experience
- Maintain event listings on website calendars and ads on local screens
- Explore and document materials in our marketing archive
- Other administrative tasks as assigned

The Intern will also have the opportunity to develop a relevant independent project as time allows.

QUALIFICATIONS:

The ideal candidate for the Marketing Intern role will have an interest in gaining experience in arts marketing, a passion for the arts, and experience with social media and graphic design. Additional qualities of a qualified candidate are:

- Ability to work in a small team environment
- Ability to work independently
- Familiarity with Meta social media
- Interpersonal, organizational and time management skills.

Graphic design experience and familiarity with Canva and/or Adobe Creative Suite is welcomed but not required.

HOW TO APPLY:

1. Submit your Resume and Cover Letter stating your interest and relevant experience to the attention of the Marketing Department at Employment@theUmbrellaArts.org with the subject line Marketing Internship.
2. Professional references may be requested at the time of an interview

Apply by: Rolling applications; position open until filled.

ABOUT THE ORGANIZATION:

Umbrella Arts is located at 40 Stow Street in downtown Concord, MA. We are an interdisciplinary creative hub where artists, learners, and audiences can connect, innovate, and thrive. Through welcoming spaces, cultural conversations, and opportunities for artistic expression and skill development, we support artists at every stage of their journey, strengthen communities, enrich lives, and shape the future through the arts.

Each year we engage, excite, and educate people of all ages – from infants to seniors – in the arts. Our performing arts and events draw thousands to our 350-seat main stage theater and 100-seat black box theater. We present approximately 8 exhibitions per year including curated, juried and non-juried exhibitions and works by local, regional, and national artists. Our community of 50+ artists adds tremendous vitality and inspiration. For more information, please visit theUmbrellaArts.org.