



Job Title: Communications Intern

Summary:

Houston Ballet offers exciting internship opportunities to both undergraduate and graduate students throughout the year on an ongoing basis. The Marketing & PR Intern will have the opportunity to gain experience in many aspects of Houston Ballet's Marketing department. The intern will work under the direct supervision of the **Public Relations Manager**.

Knowledge and Skill Requirements:

- An organized and enthusiastic person studying any major related to the internship
- Excellent writing and verbal communication skills, acute attention to detail and the ability to work independently are required.
- Must be a current fulltime college student in the field of Marketing, Communications, Public Relations, Advertising, or related subject.
- Dance knowledge appreciated but not required

Duties

- Assist with public relations efforts, including coverage generation, logistics, and tracking.
- Assist in the organization and optimization of Houston Ballet's website.
- Coordinate benchmarking research and projects as assigned.
- Work with Public Relations to sort and archive press activity
- Contribute to audience engagement initiatives through strategic partnerships
- Coordinate the on-going digitization of Houston Ballet's performance programs.
- Opportunities to offer strategies and suggestions in online content
- All other duties as assigned.

Additional Information:

This Houston Ballet Internship is full-time for 8 weeks made possible by the ExxonMobil Community Summer Jobs Program.

Work Environment:

- Well-lit heated and/or air-conditioned indoor office setting with adequate ventilation.
- Regular – Monday – Friday; 9am – 5pm

To Apply:

Please send your cover letter and resume to hr@houstonballet.org