



TEXAS BALLET
THEATER

Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Arts and Entertainment

Position Title: **Marketing & Communication Intern**

Reports To: Director of Marketing & Communications

Location: Fort Worth, TX

MISSION:

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall.

Our internationally recognized Company is built on a rich 56-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with gathering content for social media
- Assist with ordering and assembling VIP tour items
- Website updates (dancer bios; class schedule updates, etc.)
- Photography of events
- Assist in set up and running marketing table when we are in the halls
- Weekly Google analytics report
- Write news releases and stories for inclusion on social media (website) media pitches
- Playbill archiving
- Photo organization on server
- Other duties as assigned

REQUIRED SKILLS

- Proficiency in Microsoft Office Suite of products, including Excel, Word, Powerpoint, and Outlook is required.
- Graphic design experience utilizing Adobe Creative Suite (Photoshop, Illustrator, In Design & Dreamweaver) is preferred.
- Excellent written, verbal, and interpersonal communication skills. Excellent active listening skills and speech clarity is required.
- Ability to prioritize work, use good judgment, pay attention to detail, demonstrate a strong sense of urgency, and carry projects through to completion in a timely manner.
- Ability to manage multiple projects simultaneously.
- Exceptional interpersonal skills with a sense of humor

LANGUAGE SKILLS

Effective ability to communicate orally or in written form effectively with co-management, internal and external customers. Ability to read and comprehend instructions, short correspondence and memos, and ability to write professional correspondence,

REASONING ABILITY

Demonstrate the ability to anticipate and solve practical problems or resolve issues. Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer personalities in various business situations.

APPEARANCE AND GROOMING

Texas Ballet Theater administrative staff general follow a business casual dress code. All staff members are required to follow the guidelines set forth by the employee handbook.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to

sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds for files, computer printouts and marketing materials on occasion. Simultaneous use of a computer with repetitive motion and a telephone may be required. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Texas Ballet Theater is an equal opportunity employer.