



COMMUNICATIONS/DESIGN INTERN

As Harlem's premier instructional institution for the arts, providing after school and Saturday classes in dance, music, theatre and music, The Harlem School of the Arts (HSA) relies on its Communications Department to promote its programs and services, communicate with various public entities, and stimulate earned income.

HSA is now accepting applications for a Communications Intern for Summer 2017 (May-August) to contribute to the department's design team.

Specific areas of responsibility include, but are not limited to

- Writing and distributing marketing materials; updating press kits
- Designing and editing images for catalogues, posters, playbills, and special events
- Facilitating and/or producing HSA promotional materials, publications and print materials
- Maintaining library of images and videos

Qualifications:

Excellent writing, communication, and organizational skills are required. Intimate knowledge of Adobe InDesign and Photoshop desired. Applicants should be self-motivated and able to work with minimal supervision. The intern should also be comfortable communicating with a broad spectrum of arts professionals and news agencies. Prior experience in media relations, graphic design experience, and production skills are all a plus.

Days/Hours: Applicants must be available to work a minimum of 10-16 hours per week

College Credit: Must be arranged through your school

To Apply:

Send a brief letter of interest, resume and two references from previous employers and/or professors to: communications@hsanyc.org. Digital portfolio submission is required.

For more information about Harlem School of the Arts, visit www.HSA NYC.org.