



Inland Valley Repertory Theatre (IVRT) is a nonprofit theatre arts organization, performing plays and musicals during the week in Claremont. IVRT partners with businesses and nonprofits to create inspiring theatre for our community and to foster the talents of aspiring artists of all ages.

PUBLIC RELATIONS INTERN

Given the nature of the current workforce, this position may be virtual, in-person, or a hybrid of both.

DESCRIPTION

Day-to-day tasks and activities include creating content for social media, preparation for and participation at company events (in person and/or virtual) and outreach activities. The intern may also help write press releases and other company promotional materials.

QUALIFICATIONS

The intern candidate should have experience creating written, visual and/or video content for online marketing purposes and have demonstrated copywriting, proofreading & research skills. The ideal candidate will be creative, detail-oriented, punctual & flexible; and have excellent time management skills. Curiosity and passion for theatre arts and the ability to connect a theatre perspective to pop culture, current events and history is a huge plus. A high level of oral and written communication skills are mandatory as are basic computer skills including the Microsoft Office programs (Word, Excel, Powerpoint) and fluency with standard social media platforms. Photography skills a plus.

This is a non-paid, credit only position.