



ARTS & BUSINESS COUNCIL

Communications Internship

ABC accepts résumés for communications interns during the school year and over the summer. As an ABC intern, you will have the opportunity to gain exposure to all manner of arts administration and communication projects. Interns work directly with the executive director, program manager, and constituents to gain hands-on experience.

This experiential learning placement includes opportunities to:

- Develop communications/marketing goals
- Inform organizational brand strategy
- Write and design marketing materials
- Maintain the organization's online presence
- Draft press releases, reports, & e-newsletters
- Attend organization meetings and events
- Assist in event planning and execution



Work Schedule

During the semester, flexible hours will be arranged with the student's schedule, with a minimum commitment of 8 hours per week. These hours will fall within the regular business hours of 9 a.m. – 5 p.m. Applications for fall internships are due by March 31. Applications for spring internships are due by November 15. Summer internships are full time, with a minimum six-week commitment. Applications for summer internships are due by February 1.

Salary/Course Credit

This is an unpaid internship and does not guarantee employment upon completion. Parking expenses will be covered in full. We will work with your school to meet the requirements for receiving academic intern/externship credit if possible. The student is responsible for securing and coordinating all information to obtain academic credit.

How to Get Involved

If you are interested in an internship with the Arts & Business Council, please submit a résumé and cover letter expressing your interest. Letters may be addressed to Jonathan Harwell-Dye, program manager, jharwelldye@abcnashville.org.