

**Lotus Education and Arts Foundation**  
**Marketing Internship**  
**Offered Spring/Summer/Fall – one position per semester**



The non-profit Lotus Education and Arts Foundation ([lotusfest.org](http://lotusfest.org)) seeks an intern to assist with marketing and communications activities related to the Foundation's core programs and events, fundraising efforts, and general engagement with the public and stakeholders.

While unpaid, Lotus interns will generate valuable and applicable hands-on experience in brand building, event management, customer research, marketing tactical implementation, and advertising channel management. Under the supervision of the Lotus Marketing Director, interns will assist with activities such as:

- Conducting outreach (events, tables, booths, etc.) in the community and on campus to raise awareness of Lotus and its programs
- Collecting data and information on Lotus customers and helping to identify trends that can be leveraged in future marketing efforts
- Managing Lotus social media channels and developing social media campaigns
- Designing and producing various marketing assets for print and web
- Writing blog posts, press releases, or other communications for public distribution
- Managing online calendars
- Collecting and creating promotional materials related to Lotus artists (photos, bios, video)
- Coordinating and tracking event information and assets for use in marketing activities, including event details, descriptions, photos, sponsorship information, etc.
- Other tasks as appropriate and assigned

Interns will also be expected to assist with general organizational tasks and “all hands on deck” scenarios as needed. There may also be opportunities for interns to engage in volunteer service with Lotus beyond internship credit hours.

Lotus internships are unpaid but may qualify for university credit; options vary by department. Please consult with Lotus staff and faculty advisors to determine credit eligibility. Internships follow the university semester calendar; a summer intern may be asked to structure their schedule to extend through and including the Lotus World Music & Arts Festival weekend (late September). Some weekends or evenings may be required; interns should expect and plan for hours to increase around specific event dates. Interns will have work stations on-site at the Lotus HQ office at 105 S. Rogers St.; there may periodically be work that can be completed remotely or during off-site events.

A successful internship candidate will have baseline graphic design proficiency and, ideally, at least some prior exposure to tasks noted above. Interns should be motivated, dependable, and organized.

**TO APPLY:** Please email the following materials as PDFs to [HR@lotusfest.org](mailto:HR@lotusfest.org):

- **Cover Letter (max one page; please be sure to specify availability or semester(s) of interest)**
- **Résumé**
- **List of 2-3 professional or academic references with contact information**
- **Optional: Up to 3 examples of relevant prior work or projects**

**Applications will be reviewed on a rolling basis; please check [lotusfest.org/jobs](http://lotusfest.org/jobs) for semester availability.**