

Social Media + Marketing Internship  
Part-time, Temporary, Unpaid  
Spring/Summer 2021

# Black Cube

APPLICATION DEADLINE: **Friday, March 26, 6:00 p.m. MST**

**POSITION + PURPOSE:** Black Cube is seeking a Social Media + Marketing Intern to join its team and assist with messaging, content creation, and storytelling that aligns with the organization's mission and meaningfully connects with audiences. Interns will work closely with the Program Manager and Executive Director + Chief Curator, gaining first-hand experience in the field of marketing and communications through the lens of an experimental, nomadic, non-profit visual arts organization. Interns will have the opportunity to gain a deeper understanding of unconventional museum models, site-specific art, and artist-forward organizations through marketing research and development.

**ESSENTIAL DUTIES + RESPONSIBILITIES:** Interns will gain experience in social media and marketing communications through organization, research, and content creation that focuses on Black Cube's programming and wider mission initiatives. Areas will include research, writing, organizing, social media support, designing, marketing and communications support, and administrative tasks.

**DATES + TIME REQUIREMENT:** **April 19 – August 13, 2021**; between the hours of 9am-5pm, Monday-Friday (approximately 10 hours per week)

**EDUCATION / FORMAL TRAINING:**

- Currently enrolled in an undergraduate or graduate program.
- Knowledge of Microsoft Office applications, Adobe Photoshop, Dropbox, Google Drive, MailChimp, and Social Media Scheduling Platforms (i.e. Later).
- Able to work on multiple tasks.
- Ability to work independently, with regular check-ins with the Black Cube team.
- Able to work with artists.
- Ability to work virtually.
- Ability to write clearly and effectively.
- Ability to conduct effective research both on and offline.
- Ability to communicate effectively via email as well as maintain accurate records of tasks.

**OTHER REQUIREMENTS:**

- Research industry best practices for communication methods and implementing new approaches.
- Keep social media updated and mission focused; seeking out meaningful ways to connect with audiences.
- Assist with new marketing strategies and creation of content with a focus on storytelling.
- Archive published press and marketing materials.
- Draft content for quarterly Artist Fellowship newsletter.
- Intern must provide his/her own transportation and provide proof of insurance.
- Intern must be able to work remotely and maintain regular check-ins with Black Cube via video calls.
- Black Cube is a drug free workplace and all employees and interns will be required to take and pass a drug test.

**ABOUT BLACK CUBE:** Black Cube is a nonprofit experimental art museum that operates nomadically. At Black Cube, we see ourselves as an unconventional museum pursuing the most effective ways to engage audiences with contemporary art while supporting today's artists. Learn more about Black Cube's programs at <https://blackcube.art/programs>

**Our Story: The traditional idea of a museum—on its head.**

By operating outside of traditional museum confines, Black Cube endeavors to reach diverse audiences across the globe while supporting artists' sustainability. Our key program is a year-long fellowship for contemporary artists, in which we work closely with artists to realize a site-specific artwork—anywhere in the world. Black Cube is always evolving as it explores experimental approaches to presenting and engaging the art of today. By constantly changing our location, our projects aspire to reach new communities not regularly exposed to contemporary art. Geographically speaking, we are based in Denver, Colorado and produce projects regionally, nationally, and internationally.

**Application Instructions:** Applications will be accepted until the deadline listed above. To apply for this internship position, please send a cover letter and resume to [hello@blackcube.art](mailto:hello@blackcube.art) (pdf files please).