

# **Mortimer & Mimi Levitt Foundation**

## **Internship Opportunity Announcement**

**TITLE:** Levitt Foundation Summer Communications Intern

**LOCATION:** Remote, Los Angeles, CA

**TIME COMMITMENT:** Part-Time (16-24 hours/week for 10 weeks)

**APPLICATION DEADLINE:** April 30, 2021

**INTERNSHIP DATES:** 10 consecutive weeks (ideally starting May 24, 2021)

**REPORTS TO:** Communications Manager

**COMPENSATION:** \$15/hour, up to \$3,600 (determined by time commitment); College credit possible, please check with your academic advisor to make arrangements

### **Position Overview:**

Do you believe in the power of free, live music to bring joy to individuals and communities? Do you want to gain hands-on experience curating, creating and publishing content on behalf of a national arts foundation? If so, join our communications team this summer!

The Communications Department shapes the branding, marketing and communications strategy for the Mortimer & Mimi Levitt Foundation, also providing communications support to the national network of permanent Levitt venues and Levitt AMP concert sites across the country.

The Communications Intern will support internal and external communications for the Levitt Foundation—helping to build and strengthen internal processes while curating and creating original web and social media content to promote the Levitt Foundation’s grant programs. The Communications Intern will also be assigned brand-building projects that tell the broader Levitt story.

### **Responsibilities:**

- Author up to three blog posts about music, arts access, and/or creative placemaking-related stories tailored to your specific interests for the national Levitt blog
- Author up to three blog posts for a national blog series that highlights the voices and stories of Levitt grantees
- Assist in the finalization and deployment of Levitt.org’s newly redesigned website, including page testing and content population

- Help create engaging brand-building content to populate Levitt's various social media platforms; create custom graphics, as needed
- Help promote, monitor and track the national #musicmoves campaign: crafting social media posts and tailored eblasts; and monitoring the #musicmoves feed
- Track media coverage of the national Levitt network including Levitt AMP sites and permanent Levitt venues (both those in operation and development), identifying potential social media content in the process
- Support the maintenance of the Levitt photo archive through image tagging
- Help track Levitt partner and grantee acknowledgement of the Levitt Foundation
- Update the Levitt artist database in preparation for migration to the Foundation's Extranet
- Perform other related duties, as assigned

### **Qualifications:**

- Must currently be enrolled in college/university as a junior or senior or have equivalent training and/or experience
- Preferably pursuing a degree or career path in Communications, Marketing or Nonprofit/Arts Administration
- Some experience in graphic design, video editing and/or photography, a plus
- Well-versed and current in social media platforms, tools and trends
- Excellent writing and communications skills
- Strong attention to detail
- Passion for Levitt's mission

### **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation exists to strengthen social fabric of America. We're a national social impact funder that partners with nonprofits to build thriving, more connected communities through the power of free, live music. We realize our mission of building community through music through two core programs: the permanent Levitt venue program and the Levitt AMP [Your City] Grant Awards, an annual grants competition. In 2019, more than 550 free outdoor Levitt concerts took place in 26 towns and cities across America, bringing joy to more than 750,000 people of all ages and backgrounds. In 2020 and 2021, permanent Levitt venues and Levitt AMP concert sites nationwide have innovated to uplift, connect and inspire their communities in new ways—from virtual concerts and online songwriting camps to drive-in and pop-up concerts, to a return to in-person live concerts this summer.

The Levitt Foundation is committed to equity, diversity and inclusion (EDI) throughout our organization and all aspects of our work, recognizing this commitment as essential to realizing

the Levitt mission. We value having a team with a wide range of perspectives, backgrounds, experiences, and skills so our approach to grantmaking is well-rounded and the connection with our team members and the communities we support is authentic. We strive to create a positive working culture through professional development opportunities, employee recognition, and team-building events and activities. We focus on creating a working environment that promotes collaboration and fairness. Our commitment to EDI fosters a culture where team members can truly belong, contribute, and grow. We believe in the value of every individual and encourage applications from people of any age, gender identity, sexual orientation, race, religion, ethnicity, disability, veteran status, and any other characteristic or identity. To learn more about the national Levitt network and the Levitt Foundation, visit [levitt.org](http://levitt.org).

### **Application Submission**

Email cover letter, resume and writing sample to [internsearch@levitt.org](mailto:internsearch@levitt.org), including “Levitt Foundation Summer Communications Internship” in the subject line.

To learn more about the national Levitt Foundation, visit [levitt.org](http://levitt.org).