

Fall 2022 - Cleveland, OH -

Greyt Culture is an independent arts collaborative creating events and media to elevate and connect artists and entrepreneurs. Since 2015 we've created over 100 live events and hosted 10,000+ attendees to concert, festivals, and industry conferences.

We are looking for individuals who want to gain experience planning and managing events, creating media, and supporting the Cleveland Arts & Entrepreneurship communities. The student will have the chance to learn about event planning, media production, firsthand and have high accountability as they will be given high priority, real world tasks throughout the internship. The internship is 12 weeks long. They will assist with the following:

Event & Media Production Coordinator:

- Attend live events, create and post content to Greyt Culture channels
- Create video content from Greyt Culture archives and post to social media channels (Using Adobe Creative Suite / Canvas or similar software)
- Research NEO companies and look for innovators and creative people to feature in programs or become partners with Greyt Culture programs
- Assist with creating new original content for podcast audio / video series
- Assist in all aspects of planning events, working with clients, event coordination, marketing and execution.
- Assist in creating event collateral, and outreach through social media channels, and email blasts.
- Assist in sharing information and resources with program partners across Northeast Ohio
- Gather information about local artists, musicians, startup founders, corporate community engagement, designers, culinary businesses, and more.
- Propose new ideas to improve the event planning and implementation process.
- The event coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic professional and be able to build relationships with internal and external stakeholders.
- Must be able to anticipate project needs, discern work priorities, and meet deadlines, and be willing to work occasional evenings and weekends, that is, for event days only
- Assist with managing on-site production and clean-up for events as necessary.*

CONTACT:

omg@thatsgreyt.com

