



Grog Shop Operations & Marketing Internship

Estimated weekly hours for this internship: 15 - 20 hours

Qualifications:

- Attention to detail and proven organizational & planning skills
- Flexible and able to adjust to changing demands
- Quick at assessing situations, identifying potential issues, and creating solutions
- Some customer service skills needed for interfacing with
- Excellent communication skills, both written and verbal
- Ability to work both independently and collaboratively
- Must be proficient in computer skills including using Google Drive, Canva, Adobe, and Microsoft
- Available to work days, evenings, and weekends as needed
- Strongly recommended that applicant has access to reliable transportation not only to work, but to travel to various locations in the Greater Cleveland area
- Can carry up to 20 lbs and must be able to walk for up to an hour at a time
- Intern applicants must be currently enrolled in a college that offers internship for credit or as part of a paid work program

Responsibilities:

- You will gain invaluable industry experience while having the mentorship of our Marketing Director and Owner
- Correspondence with bands, artists, vendors, and ticket buyers
- Coordinate with our street team, plan outreach events and ticket giveaways
- Physically pass out flyers to local businesses in the Greater Cleveland area
- Create and distribute communications to past ticket buyers and email subscribers
- Input data including ticket counts, past buyers emails, and ad insights and results into spreadsheets to easily track and interpret data
- Attend meetings and collaboration discussions
- Maintain and update a database of local musicians, bands, and vendors
- Organization and filing of office paperwork
- Processing ticket information
- Building events on our ticketing platform, TicketWeb
- Assistance creating content and copy for social media channels including Facebook, Twitter, Instagram, Twitter, and TikTok
- Some graphic design and video editing
- Research new potential community partners that align with Grog Shop ideology and community values
- This includes working scheduled shifts outside of the regular 12-5 p.m. work-day
- This internship is onsite, starting early June and ending at the completion of required hours; exact dates to be determined



Job description

Operations & Marketing Internship

If your future aspirations are to work in the music industry or in marketing/branding, then being an intern at [Grog Shop](http://www.grogshop.gs) is the ideal opportunity to not only hone your skills, but also prove your readiness. You will gain invaluable industry experience on how to apply your skills in the real world, specifically as they apply to marketing and branding at a live music venue with concerts every day of the week, 365 days a year. Join a passionate team of professional artists, musicians, and creatives.

Possible Projects

- Coordinate with our street team, plan outreach events and ticket giveaways
- Maintain and update a database of local musicians, bands, and vendors
- Assistance creating content and copy for social media channels including Facebook, Twitter, Instagram and TikTok

Eligibility

Intern applicants must be currently enrolled in a college offering an internship program for credit or as part of a paid work experience program, have access to reliable transportation, and a laptop to work remotely.

Details

- This is an unpaid internship; hours worked will be counted towards college credit-bearing internships or work programs reimbursed through the institution
- The internship is onsite, located at 2785 Euclid Heights Blvd. Cleveland, OH 44106 starting early June and commencing early August, exact dates to be determined.
- Estimated weekly hours for this internship: 32 – 40 hours.

Grog Shop Internship Experience

The [Grog Shop](http://www.grogshop.gs), located at 2785 Euclid Heights Blvd. in Cleveland Heights, Ohio is an independently-owned, live music venue that has been in continuous operation since 1992. The club maintains the intimacy and raw character it's always been known for, and offers patrons an up close and personal concert-going experience with emerging artists as well as legacy bands. Voted #1 for "Best Bar or Club for Underground Music" & "Best Club for Hip-Hop" by Cleveland Scene Magazine readers in 2022. The Grog Shop also maintains a close relationship with The Beachland Ballroom and Tavern, Agora, TempleLive, House of Blues Cleveland, and other regional concert venues.

Employer's Rights

This job description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.