

# THE PARACHUTE FACTORY

## COPYWRITING/PR INTERNSHIP POSITION

*Located in the heart of Lexington's Northside, The Parachute Factory exists as a non-profit, multi-use space that promotes artistic endeavors and community engagement. We are committed to exhibiting visual art and hosting events that are free and open to the public, with an emphasis on attracting all types of people. Our board of directors is made up of artists, and all of our staff have full-time jobs—in addition to volunteering at TPF.*

*Because all staff and board members at TPF are volunteers, internships are unpaid. We can work with you to meet class credit criteria if you are in school. Being knowledgeable of the art scene in Lexington is certainly a plus for our interns, but it is not required because our interns gain that knowledge along the way.*

### **COPYWRITING/PR INTERN**

The copywriting internship requires 120-150 hours of work over a period of 3-4 months. This position requires an individual who is looking for experience in social media and website copy, public relations, and grant writing for a nonprofit creative space. The intern should be self-motivated and independent. In addition to the weekly tasks below, the intern will be required to create, pitch, and execute one personal project throughout the internship.

The following responsibilities apply to each intern under the guidance of TPF staff:

- + Staff open gallery hours once per week (3 hours)
- + Assist social media manager by providing copy for social media posts
- + Assist in proofreading and data entry for grant applications and reports
- + Maintain website copy for exhibitions
- + Assist in content for monthly newsletters
- + Assist in circulation of posters and cards
- + Create and complete personal project
- + Complete end of internship write-up: 500 words.

Questions should be directed to the Gallery Director, Sarah Brown, at [sarah@parachutefactorylex.com](mailto:sarah@parachutefactorylex.com)

To apply, please submit a cover letter, resume, and two writing samples to [parachutefactorylex@gmail.com](mailto:parachutefactorylex@gmail.com)