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## COMMUNICATIONS INTERN JOB DESCRIPTION

The Iowa Rock 'n Roll Music Association is dedicated to preserving the legacy of rock 'n roll music in Iowa by honoring achievements, educating youth, and inspiring artists. The Communications Intern helps raise awareness of the association through social media, marketing campaigns, online live events, and other avenues of publicity as determined.

### STAFF

Cindy Stanbro – *Executive Director*  
Cheri Tungland – *Operations Manager*  
Maddi Tesch – *Museum Staff*

### BOARD OF DIRECTORS

John Senn – *CEO*  
Ralph Kluseman – *President*  
Brent Brekke – *Vice President*  
Dan Josephsen – *VP of Finance*  
Joe LeValley – *Secretary*  
Tom Bethke  
Tim Coffey  
Bill Hillman  
Larry Jensen  
Mike King  
Nick Stika  
Rebecca Thoreson

### Skills & Qualities:

- Friendly and personable individual with excellent communication skills
- Ability to multi-task and problem solve independently
- Knowledge of social media platforms and current trends
- Computer savvy individual with attention to detail
- Interested in music and passion for association's mission

### Communications Intern Duties:

- Identifies, plans, and helps execute online awareness campaigns
- Helps manage social media platforms
- Helps develop a strong online presence with regular postings
- Grows patron base with online engagement strategies
- Assists Executive Director in growing support for association by developing and executing marketing initiatives

### Education and Experience:

- High school diploma or GED
- Working towards Bachelor's degree in relevant field of study
- Strong social media knowledge preferred
- Marketing experience or desire to work in marketing/communications ideal

The Communications Intern reports directly to the Executive Director of Iowa Rock 'n Roll Music Association. This is a part-time, volunteer position that will average 5-15 hours/week depending on availability. Ideally this position will lead into a part time paid position with the association during the summer. If interested in applying, please email Cover Letter and Resume to Cindy Stanbro, Executive Director at [cstanbro@iowarocknroll.com](mailto:cstanbro@iowarocknroll.com).