



Social Media Intern | Fall 2026
Houston Arts Alliance – Houston, TX

ABOUT HOUSTON ARTS ALLIANCE

Houston Arts Alliance (HAA) is a 501(c)(3) nonprofit that strengthens Houston's creative ecosystem through programs supported by private, philanthropic, and public partners. All our work shares a single purpose: to ensure that creativity in Houston is resourced, resilient, and reflective of the community it serves. **When the arts thrive, Houston thrives.**

POSITION OVERVIEW

The Social Media Intern will support HAA's digital communications, with a focus on **social media, content creation, storytelling, and event promotion**. This position offers hands-on experience in nonprofit communications while contributing to HAA's day-to-day efforts to connect artists, arts organizations, partners, and the Houston community with programs, resources, and opportunities.

This position is ideal for a student or early-career professional interested in communications, public relations, marketing, social media, arts and culture, or related fields.

KEY RESPONSABILITIES

SOCIAL MEDIA & CONTENT SUPPORT

- Assist with developing, scheduling, and publishing content across HAA's social media platforms.
- Create and adapt simple graphics using established HAA templates and brand guidelines.
- Support short-form video and visual content, including capturing photos and video when appropriate.
- Help maintain the social media content calendar and monitor audience engagement.

DIGITAL COMMUNICATIONS & STORYTELLING

- Assist with newsletters, website updates, event promotions, and other digital communications.



- Gather images, quotes, and other materials to **help tell stories highlighting Houston artists, arts organizations, community partners, and HAA's impact.**
- Research content ideas, cultural moments, and relevant social media trends.

EVENT & COMMUNICATIONS SUPPORT

- Support select HAA events, when possible, through **social media coverage, photography, short-form video, and pre/post-event content.**
- Assist with basic social media performance tracking, proofreading, and organization of communications assets.

DESIRED QUALIFICATIONS & EXPERIENCE

- Current students and recent graduates in **communications, public relations, journalism, marketing, digital media, arts administration, or related fields** are encouraged to apply.
- Strong **written and verbal communication skills**, with attention to accuracy, tone, and detail.
- **Strong eye for design and visual storytelling**, particularly for digital and social media content.
- Familiarity with **major social media platforms**, Canva, social media scheduling tools, and email marketing platforms.
- Experience with **Adobe Creative Suite, WordPress, photography, video, or graphic design** is helpful but not required.
- Relevant experience may include **coursework, student organizations, internships, volunteer work, freelance projects, or managing social media accounts.**

SCHEDULE AND PHYSICAL DEMANDS

- **Part-time:** approximately 15–20 hours per week, Fall 2026.
- **Dates:** ASAP–Dec 2026.
- **Location:** Hybrid, with regular in-person work at Houston Arts Alliance.
- Occasional evening or weekend availability may be requested for event coverage with advance notice.
- This is a part-time hourly position commensurate with experience.
- HAA will work with students seeking **academic credit** when possible and can provide required documentation through their college or university.



TO APPLY

Please submit:

- Resume
- Brief cover letter describing your interest in communications, social media, and Houston Arts Alliance
- **Optional:** 2–3 examples of social media, writing, photography, video, graphic design, or other communications work. Coursework and personal or student projects are welcome.

Send materials to Leah@haatx.com with “**HAA Communications Internship Application**” in the subject line by Friday, Sept. 25, 2026.

Supervisor: Leah Shah, Director of Communications

EQUAL OPPORTUNITY

Houston Arts Alliance is an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition, including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.