

## **Proposal For Promotions Intern**

### **Description:**

The marketing department is seeking a promotions intern for the Summer of 2018. Start date would begin in Summer 2018 based on candidate's availability. We are seeking a highly dependable intern to manage, attend and preside over the implementation of street team and station events. The intern would work closely with the Marketing Coordinator and Special Events Manager.

### **Requirements:**

We are seeking an organized, team oriented, talented, outgoing intern to assist in preparation and implementation of the summer events.

Student must be a currently enrolled college student and able to receive college credit. This is an unpaid internship

Student must have access to a vehicle

3.0 GPA or Higher

Must be able to carry up to 35 lbs

Open availability is a must. Work days will be given over a month in advance.

Experience or a desire to learn event planning and marketing

### **Duties:**

Set up marketing materials at various events in Pittsburgh area

Create new ways of engaging event goers at various events in Pittsburgh, including games, giveaways and more.

Staff marketing table at events in Pittsburgh area

Work with Street Team volunteers at event and encourage interaction and engagement with public

Assist in the execution of station events

Work with marketing coordinator and special events coordinator at Singer Songwriter Competition and Local 913 Live events. In the August month, oversee and manage those events.

Provide evaluation of each event in provided form from Marketing Coordinator

Track event inventory and report to Marketing Coordinator and Special Event Coordinator if supplies are low or damaged

Take photos at event and send to Marketing Coordinator

Office hours as needed

**Events:**

Summer Music Festival

Final Fridays

Singer Songwriter Competition

Media Sponsorship Events

Three Rivers Arts Festival shifts

Local 913 Live

Other Station Events as they arise

**Hours:**

Amount of hours per week-10. These hours will be on varying days each week depending on events and work on a rolling schedule. If there are no events that week, there will be flexible office hours.

**Application Process**

Go to <http://wyep.org/education/internships>

Send your resume, cover letter and references to [matthew@wyep.org](mailto:matthew@wyep.org) and [Hannah@wyep.org](mailto:Hannah@wyep.org)

Include contact information for 2 references (one personal, one business or school)

Applications due by February 16<sup>th</sup>. Interviews will be conducted the week of February 26<sup>th</sup>

**Benefits:**

A fantastic learning experience with leadership and management experience. By the end of the internship, you will oversee a station event, manage the night's volunteers and coordinate all event details.