



DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Position Title: Marketing and Events Intern
Reports To: Director of Marketing
Hours: 10-12 hours a week with some evening and weekend work required
Compensation: 3-4 course credits with potential for end of season stipend upon successful completion of internship
Function: Downtown interns shall be responsible for assisting the full-time permanent staff with the projects, programs and events of the Downtown Missoula Partnership, which is comprised of the Downtown Business Improvement District, the Missoula Downtown Association and the Missoula Downtown Foundation. Interns shall be employed spring semester from January until May.

Duties and Responsibilities:

- Assist with planning, coordination and staffing of community, membership and special events
- Assist in the coordination and planning and implementation of program marketing, including press releases, press conferences, event promotions, radio interviews, print advertising, and social media marketing.
- Assist in development, planning and implementation of the Partnership's community events, including but not limited to:
 - Winter BrewFest (February)
 - Garden City BrewFest (May)
 - Downtown ToNight Summer Series (June thru August)
 - River City Roots Festival (August)
- Assist in maintenance and management of online communications and social media, including MDA website, Facebook and more
- Staff the Partnership Front Desk and care for all frontline duties including answering the phone, greeting customers, assisting guests and members and selling Downtown Gift Cards
- Assist with distribution of marketing collateral and stakeholder materials
- Greet guests and prepare nametags at MDA membership socials
- Other Duties as needed

Required Qualifications (knowledge, skills and abilities):

- On track to achieve Bachelor's degree in Marketing, Business, Communications, Media Arts, or other related field is preferred
- Demonstrated ability to coordinate and manage events
- Demonstrated excellent oral and written communication skills
- Demonstrated professionalism and ability to interact effectively with people
- Proven time management and organizational skills
- Ability to take initiative, work autonomously, and start and finish specified projects
- Mature level of responsibility and dependability

To apply: Send resume and cover letter to Lincoln Mansch; Lincoln@missouladowntown.com Position is open until filled.