



DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Position Title: Membership and Events Intern
Reports To: Membership and Events Director
Hours: 10-12 hours a week with some evening and weekend work required
Compensation: 3-4 course credits with 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 programs, including event invitations, press conferences, event promotions, volunteer coordinating, and more.
- Assist in development, planning and implementation of the Partnership's community events, including but not limited to:
 - Out to Lunch Summer Series (June thru August)
 - MDA Annual Membership BBQ (July)
 - River City Roots Festival Family Fun (August)
- Assist in maintenance and management of online communications including MDA website, and Member email communications.
- 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 data collection and writing of content for Partnership publications, including the Downtown Dialog newsletter, Guide to Downtown and more
- 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, Journalism, Event Management or other related field is preferred
- Excellent interpersonal and communication skills
- Demonstrated ability to coordinate and manage events
- 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: Please submit a cover letter and resume to Chelsea Kucera at chelsea@missouladowntown.com. Position is open until filled.