



MISSOULA DOWNTOWN ASSOCIATION
BUSINESS IMPROVEMENT DISTRICT
MISSOULA DOWNTOWN FOUNDATION

DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Position Title: Intern

Reports To: Will provide services for marketing, membership, program and operations directors

Hours: 12-15 hours a week with some evening and weekend work required

Compensation: 3 credits plus stipend of \$600

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.

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, event promotions, volunteer coordinating, and more.
- Assist in development, planning and implementation of the DMP's holiday events
- Assist in development of communications including website, social media, member news, etc.
- Staff the front desk and assist with management of frontline duties including answering the phone, greeting customers, assisting guests and members
- Fill in-person and online Downtown Gift Card orders
- 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 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

Please submit a cover letter, resume and three references to: info@missouladowntown.com. Open until filled.