



MISSOULA DOWNTOWN ASSOCIATION  
BUSINESS IMPROVEMENT DISTRICT  
MISSOULA DOWNTOWN FOUNDATION

**Our vision is to lead and nurture a vibrant Downtown Missoula as a place where people are inspired to live, work shop and play. We do what you love about Downtown!**

### Position Description

**Position Title:** Downtown Intern  
**Reports To:** Marketing & Events Director OR Membership & Events Director  
**Hours:** 15-20 hours a week with some evening and weekend work required  
**Compensation:** \$14.00/Hour and 3-4 course credits  
**Function:** Downtown interns are responsible for assisting with the projects, programs, events and campaigns that make Downtown attractive and interesting!

### **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, promotions, marketing campaigns, volunteer coordination, 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)
  - Downtown ToNight (June thru August)
  - MDA Annual Membership BBQ (July)
  - River City Roots Festival (August)
  - Parade of Lights (Dec)
- Assist in maintenance and management of communication tools, including website, social media, e-news and newsletters
- Assist with frontline services, including answering the phone, greeting and assisting customers, and selling Downtown Gift Cards
- Assist with research and data collection

### **Required Qualifications (knowledge, skills and abilities):**

- Interested in connecting to and serving the Missoula community
- Seeking a terminal degree in business marketing, management, entertainment management, communications, media arts, journalism or another related field
- Excellent interpersonal and 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

**Apply:** Please submit a cover letter and resume to [info@missouladowntown.com](mailto:info@missouladowntown.com). Tell us what you love about Downtown Missoula! Position open until filled.