



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 and Membership & Events Director
Hours: 15-20 hours a week with some evening and weekend work required
Compensation: \$14.00/Hour and opportunity to earn 3-4 course credits
Function: Downtown interns are responsible for assisting with the projects, programs, events and campaigns that make the Heart of Missoula vibrant!

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 (September)
 - Holidays on Higgins (Dec)
- Assist in maintenance and management of communication tools, including website, social media, etc.
- 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. Tell us what you love about Downtown Missoula! Position open until filled.