

# **COW PALACE**

## **Arena & Event Center**

### MARKETING INTERN POSITION

Seeking an enthusiastic Marketing Intern to join our venue and provide creative ideas to help achieve our goals. If you like doing something new each day, working on different projects, not afraid of continual learning, and being part of creative problem solving, you'll love it here!

### DESCRIPTION

**Position:** Marketing Intern

**Position Type:** Part Time, approx. 15-20 hrs/week, hours are flexible. Willing to work around school schedule. Some weekends and nights required.

**Compensation:** Internship for college credit available plus stipend

**Location:** Cow Palace Arena & Event Center, 2600 Geneva Ave, Daly City

**Work Environment:** Indoor and outdoor Environment. Can sometimes be subject to slightly cold or warm weather.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Support the event team in daily administrative tasks.
- Assist in marketing and advertising promotional activities, (e.g. outreach events, social media, direct mail and website).
- Help prepare and distribute marketing and promotional materials and write press releases.
- Help maintain and update company database.
- Evaluate, analyze and monitor marketing trends to maximize growth.
- Attend promotional events to advertise the Grand National Rodeo.
- Assist with development of monthly newsletter.
- Perform advertising and community outreach to increase attendance at events.

### SKILLS & EXPERIENCE

- Must be reliable, on time, and able to work well in a small office & team environment.
- General knowledge of office etiquette, equipment, and computers.
- Must have excellent organizational and time management skills, and *be able to follow directions and work independently with minimal direction and supervision; ability to be proactive, prioritize, handle multiple assignments simultaneously.*
- Ability to speak, read, write, and communicate in English, in person or by phone.
- Must be proficient in Word, Excel, and Outlook. Intermediate levels preferred.
- Ability to laugh when things get a little stressful.
- Social media experience required (Facebook, Twitter, Instagram)
- Experience with e-newsletter program a plus (Constant contact, Mailchimp, etc)

**2600 Geneva Ave. Daly City, CA 94014**  
***www.cowpalace.com* • 415-404-4100 • 415-337-0941**

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### **ABOUT US:**

Year round Event Center that is the home of the Grand National Rodeo; casual office environment where every day offers something new.

Parking is onsite, no parking fee. Easy to get to from public transportation (Balboa Park BART). For more information check us out at [www.cowpalace.com](http://www.cowpalace.com) or follow us @cowpalaceSF to see all the cool stuff we do.

### **How to Apply**

Please email cover letter with a phone number, your resume, your availability, and what's your favorite thing to do in your spare time to [malag@cowpalace.com](mailto:malag@cowpalace.com)

### **NO PHONE CALLS PLEASE**

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