



Marketing Internship *(seasonal)*

2019 Position Overview

The Marketing Intern will support the Marketing Coordinator in managing social media. This would include, but is not limited to, creating posts that properly reflect the Greeley Stampede and our sponsors, provide customer service online, and provide support for event promotions.

Essential Job Functions

- Primary job will be to post to social media on behalf of the Greeley Stampede before and during the event. Including the following:
 - photography and videography of Stampede events/attractions
 - designing social media posts
 - tracking number of posts to fulfil sponsor contracts
 - create schedule of posts
 - boosting posts
 - Sites include Facebook, Instagram, Twitter and Snapchat
- Will assist with special events, on-site activations/remotes and promotions pre-event and during.
- Opportunity to assist with building digital, radio and print ads.
- Assist with coordinating media during arena events.
- Learn event marketing, ad design, video production, event production and more!

Minimum Qualifications

- Currently enrolled in an accredited university or community college
- Computer skills and experience including Adobe Creative Suite
- Experience with social media platforms including Facebook, Instagram, and Twitter
- Oral and written communications skills
- Organizational and interpersonal skills
- Ability to demonstrate initiative and resourcefulness, combined with a very strong team oriented approach to work
- Ability to read, write and speak the English language fluently; ability to present verbal and written material to the general public

Timeline

- Applications Accepted January 2-February 1

- Interviews mid-February
- Orientation Friday, March 29
- Start Date Monday, April 1

Work Schedule

- The Marketing Intern program is a partially paid internship program and is a seasonal hourly non-exempt position that is scheduled to work from April 1-July 12, 2019.
- The position will require flexible scheduling of work to accommodate peak times
 - April: 8-10 hours per month
 - May: 8-20 hours per week
 - June: 15-25 hours per week (first three weeks)
 - Event: 40+ hours per week
 - Post-event: 4-10 hours per week
- Average total internship hours: 250 hours

Compensation

- Hourly pay rate: \$11.10

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.