



## Marketing Internship

This is an unpaid position, which offers the successful candidate a unique opportunity to gain experience and build their resume. The Marketing Intern gains real-world marketing experience through work on projects in social media, public relations and graphic design. The ideal candidate will show up each day with a positive attitude, willing to learn and excited to promote Peoria Civic Center events.

### Requirements

- Applicants must be current college students. Marketing, Business or Communications majors are preferred.
- Excellent written and oral communication skills
- Ability to stay focused and manage time effectively
- Knowledge of and enthusiasm for social media/marketing methods and strategies
- Must be self-motivated and have sharp attention to detail
- Ability to work independently or as part of a team
- Flexible and creative personality
- Ability to manage multiple projects and meet deadlines
- Experience and proficiency in Microsoft Office. Knowledge of Adobe Creative Suite a plus.

### Essential Duties and Responsibilities

- Assist marketing team to promote and publicize ticketed events (concerts, comedians, Broadway Theater Series, family shows and entertainment, etc.)
- Create content for social media platforms
- Writing and distributing press releases and email blasts
- Updating event information on website and venue advertising
- Research Entertainment Industry and show related content
- Assist with organization of press materials and design projects
- Assist in concept development and arrive at creative solutions that meet the team's brand standards and guidelines
- Assisting with events as needed
- Assist with other marketing tasks as assigned

### Time Commitment

Internships are available on a semester schedule. Interns typically spend 8-20 hours per week working in the Marketing office at the Peoria Civic Center. Regular hours will be set based on the applicants' availability. The ability to work events after regular business hours and on weekends in addition to regular office time (8-5pm) based on event schedule is a plus.

### Interested?

Send a cover letter and resume to the Marketing Team at [marketing@peoriaciviccenter.com](mailto:marketing@peoriaciviccenter.com)

We look forward to hearing from you!

*Andrew Barra, Marketing Manager*

*Kelsy Brewer, Marketing & Graphics Coordinator*