

#4692362 Marketing and Communications Intern at Downtown Arlington Management Corporation

EXPIRES

May 14, 2021 at 11:55pm

Address: 500 East Front Street, Arlington, Texas 76011, United States

Website: <http://downtownarlington.org>

Paid: \$15.00 Per hour

Remote workers: allowed

Downtown Arlington is looking to build a team of six (6) Marketing and Communications Interns to support Cultural Arts District organizations through assignment based marketing/ advertisement/ communications tasks as part of a six member team of interns. Interns will be expected to work 15 hours a week.

Intern will be asked to support organizations in one or more of the areas below.

Areas include:

- 1) Digital promotion, including creating engaging social media campaigns, providing SEO optimization, e-newsletter communications
- 2) Graphic design for a wide variety of uses, including event graphics, social media graphics, digital and print based advertisements, and more
- 3) Videography and photography services
- 4) Website design and usability improvements
- 5) Event planning & production for live-stream and in-person events
- 6) Project management support

Formal and informal training will be provided.

Supervision:

The intern will be supervised by the BID Services and Communications Manager. Interns will meet with the supervisor once a week to discuss task assignments and check in on deadlines, with a mid-point review in mid-July. While interns will be collaborating with a number of cultural district partners, interns report to BID Services and Communications Manager

Preferred traits include:

Strong written and verbal communication skills

Flexible team-player with growth mindset

Self starter with willingness to tackle new projects and ideas

Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)

Preferred applicants will also possess one (1) or more of these skills:

Familiarity with major social media platforms (Facebook, Twitter, YouTube, etc.)

Understanding of SEO techniques and best practices
Basic photography, image and video editing, and graphic design skills
HTML proficiency and/or experience, primarily for editing WordPress based websites
Previous experience with the use of Adobe Creative Cloud (Photoshop, Premiere Pro) and social media management tools (Hootsuite, Sprout Social) a plus

DURATION

Temporary / Seasonal

CONTACTS

[Katie Gosa](#)

JOB FUNCTIONS

Advertising, Media & PR, Design / Art, Marketing - Brand Management, Marketing - General

JOB ROLES

Advertising and Promotions Managers, Public Relations Specialists, Film and Video Editors

DOWNTOWN ARLINGTON MANAGEMENT CORPORATION

The Downtown Arlington Management Corporation is a private, non-profit community development organization whose purpose is to forge alliances between property owners, business interests, residents and the City of Arlington to improve and enhance the economic vitality and overall environment of Downtown Arlington.

Qualifications

ALLOWED SCHOOL YEARS

Junior, Senior, Graduating August 2021 - May 2023

ALLOWED MAJORS

All Digital Communication, Visual & Performing Arts, Public Relations, Fine & Studio Arts, Radio, Television, Media, Journalism, Communication & Media Studies, Music & Music Education, Graphic Design, Advertising, and Information Systems Management majors

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required, but the employer is accepting OPT/CPT candidates