



Downtown Dayton Partnership

MARKETING & COMMUNICATIONS INTERNSHIP

The Downtown Dayton Partnership, a strategic planning organization located in the heart of downtown Dayton, is seeking a marketing and communications intern to work up to 20 hours per week during the late summer and fall of 2021. Upon completion of the fall internship, there is the possibility to extend the internship into the winter with an average of 12-15 hours per week.

This is a paid internship that also provides reimbursement for parking.

SPECIAL EVENTS & MARKETING DUTIES:

- Work with the Marketing and Special Events teams with all aspects of marketing materials and events organized by the DDP. Additional responsibilities with *Summer in the City* special events and *First Friday* events will be assigned as needed
- Assist with the Downtown Dayton Partnership's social media channels with the scheduling of posts for Facebook, Twitter and Instagram
- Gather information from downtown businesses and distribute information for DDP reoccurring events, including *First Friday*, *Summer in the City*, and *Dayton Holiday Festival* events
- Assist with the brainstorming process to come up with programming ideas and promotion for DDP events
- Assist with the marketing and promotion of these events, including the physical distribution of promotional materials (posters, flyers, programs, etc.) to downtown businesses
- Contact local businesses to confirm participation in events

GENERAL DUTIES:

- Clerical work (preparing mailings, sending faxes, making phone calls, etc.)
- Assist staff members on an as-needed basis with other projects, research, activities and downtown events
- Assist with covering the front office reception area and answering phones
- Additional tasks will be assigned based on the intern's abilities and interests, and the needs of the department

WORK SCHEDULE:

The bulk of the work hours will be weekdays between 8:30 a.m. and 5 p.m. Occasional evening/weekend work may be required for events such as *First Fridays* or other special events.



JOB REQUIREMENTS:

- Freshman level collegiate status or above
- Good verbal communication skills
- Strong writing and grammar skills
- Proficiency with social media platforms
- Energetic and enthusiastic personality
- Professional appearance and demeanor
- Business casual dress code
- "Team player" mentality
- Ability to manage multiple tasks simultaneously
- Proficiency with Microsoft Word and Excel
- Available to meet work schedule requirements, including required lunchtime hours during the summer
- Ability to lift up to 20 pounds
- Driver's license and vehicle for making deliveries and transporting materials

If interested in this position, please email your resume and cover letter to Allison Swanson at: swanson@downtowndayton.org

Resume may also be mailed or faxed to:

Allison Swanson
Downtown Dayton Partnership
10 W. Second Street, Suite 611
Dayton OH 45402
Fax: 937.224.3602