

## Marketing and Special Events Intern – Spring Semester 2018



### About the Pittsburgh Downtown Partnership:

The Pittsburgh Downtown Partnership (PDP) is a non-profit organization committed to making Downtown Pittsburgh a great urban center through clean and safe services, transportation initiatives, economic development programs, advocacy and marketing.

*We're currently seeking interns for our spring semester internship. We are looking to hire one intern for the January through April semester. This is a paid internship experience.*

### Position Description:

Gain experience in marketing, communications and special events while helping to promote the vitality of Downtown Pittsburgh and the region. The internship will provide the intern with valuable, real-world experience in marketing and communications, as well as the opportunity to assist in planning and execution of special events.

### Duties and Responsibilities:

- Weekly e-Newsletter: Research events, write articles and organize photos for weekly e-newsletter, with a distribution to over 12,000.
- Social media: Proactively manage PDP's Twitter, Facebook, Instagram, and Snapchat with fresh & interesting news, events, etc.; keep up-to-date on the latest trends/applications for each outlet.
- Provide event planning assistance with and execution of PDP programs; including Farmers Market, KidsPlay, Picklesburgh, Yoga in the Square, Dancing in the Square, Rooftop Shindigs, Night Markets, Light Up Night®, Holiday Market, Holiday KidsPlay, and various other events as they come up.

### Miscellaneous:

- Research & post events to the online Events Calendar
- Assist with various press releases and other writing projects
- Create and update contact lists
- Perform research and administrative tasks
- Assist with updating PDP Website
- Willingness to work outdoors in a variety of weather conditions including but not limited to rain, and winter weather
- Ability to work hours outside of a regular work day, including but not limited to early mornings, late evenings, and weekends
- Other duties as assigned

### Desired Characteristics & Requirements:

- Strong attention to detail
- Excellent communication and writing skills
- Strong customer service skills and comfort working with the general public
- Ability to multi-task and prioritize is essential
- Energetic, flexible, collaborative, and proactive
- Strong working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint; Adobe Creative Suite and Wordpress experience a plus but not required
- Experience utilizing various social media tools/platforms

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### **Internship Timeframe:**

Spring Semester 2018 Internship: January through end of April

### **Hours:**

20 hours per week. Events will require occasional hours outside the normal work schedule.

***Resumes for the Spring Semester 2018 internship will be accepted until Wednesday, October 18, 2017***

### **Submit resumes and cover letters (with references) to:**

Jack Dougherty  
Senior Manager of Special Events  
Pittsburgh Downtown Partnership  
[jdougherty@downtownpittsburgh.com](mailto:jdougherty@downtownpittsburgh.com)  
925 Liberty Avenue, 4th Floor  
Pittsburgh, PA 15222