

Marketing and Special Events Intern – Spring Semester 2019



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.

The PDP is currently seeking an intern for our spring semester internship. We are looking to hire one intern to join our team from January through April 2019. 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 14,000.
- Social media: Proactively manage PDP's Twitter, Facebook, and Instagram with fresh & interesting news, events, etc.; keep up-to-date on the latest trends/applications for each outlet.
- Provide event planning support of various PDP programs; including Farmers Market, KidsPlay, Picklesburgh, Market Square fitness activations, Rooftop Shindigs, Night Markets, Light Up Night®, Holiday Market, Holiday KidsPlay, and other events as required.

Miscellaneous:

- Research and 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 heat, 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 2019: Internship runs January through end of April 2019

Hours:

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

Resumes for the Spring Semester 2019 internship will be accepted until Thursday, October 11, 2018

Submit resumes and cover letters (with references) to:

Jack Dougherty
Senior Manager of Special Events
Pittsburgh Downtown Partnership
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Pittsburgh, PA 15222