

Marketing and Special Events Intern – Summer/Fall 2017



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 summer/fall internship. We are looking to concurrently hire two interns for the summer and fall terms (May through December). 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 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
- Experience utilizing various social media tools/platforms
- Strong working knowledge of Microsoft Office Suite including Word, Excel, PowerPoint; Adobe Creative Suite experience a plus but not required

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Internship Timeframe:

Summer/Fall 2016 Internship: May through end of December

Hours:

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

Resumes for the Summer/Fall 2017 internship will be accepted until Wednesday, February 22, 2017

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