

Marketing and Special Events Intern – Summer + Fall 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.

The PDP is currently seeking interns for our summer/fall semester internship. We are looking to hire one to two interns to join our team from May through December 2018. 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 15,000.
- 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 support and assist in the execution 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:

Summer and Fall Semester 2018: Internship runs May through end of December 2018

Hours:

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

Resumes for the Summer/Fall Semester 2018 internship will be accepted until Thursday, February 15, 2018

Submit resumes and cover letters (with references) to:

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