

# Marketing and Special Events Intern

**Summer & Fall 2024**



## **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 2024 internship, starting early May through December 2024. This is a paid, primarily in-person internship experience, with occasional virtual shifts (subject to change as PDP policy on hybrid work evolves).

## **Position Description:**

Gain real-world experience in marketing and events while helping promote the vitality of Downtown Pittsburgh and the region! This is an excellent opportunity for an undergraduate student looking to hone professional skills in marketing and communications, as well as event planning and execution.

## **Duties and Responsibilities:**

- Participate in the marketing, planning, and execution of all PDP events
- Provide on-site event management and support for weekly PDP programming and special events, including Farmers Markets, Night Markets, Picklesburgh, Light Up Night®, Holiday Market, and more
- Generate content and blog posts for our weekly e-newsletter and social media
- Conduct monthly social media analytics reports
- Manage submissions to our online Event Calendar
- Perform miscellaneous research and administrative tasks as needed
- Other duties as assigned

## **Desired Characteristics & Requirements:**

- A passion for all things Pittsburgh
- Excellent communication, writing, customer service skills
- Strong attention to detail and ability to manage multiple projects and deadlines
- Adaptability and willingness to learn
- Availability to work primarily on-site in Downtown Pittsburgh is required
- Comfort interfacing with the general public at events
- Willingness to work outdoors in a variety of weather conditions including but not limited to heat, rain, and winter weather
- Ability to work occasional hours outside of a regular workday, including but not limited to early mornings, late evenings, and weekends
- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint
- Adobe Creative Suite and WordPress experience a plus but not required
- Experience or interest in utilizing various social media tools/platforms

## **Marketing and Special Events Intern**

### **Summer & Fall 2024**



#### **Internship Timeframe:**

Spring or Summer 2024 start: Internship runs early May\* through end of December 2024

*\*An earlier start date in the Spring is negotiable depending on availability*

#### **Hours:**

20 hours per week, Monday - Friday. On-site event work will require occasional hours outside the normal work schedule, including weekends and evenings.

#### **Pay:**

\$16.00 per hour. Upon request, PDP will provide the information necessary for this internship to count towards course credit if desired.

#### **To Apply:**

Submit a resume and cover letter to **Deana Lorenzo, Digital & Online Content Manager**, at [resumes@downtownpittsburgh.com](mailto:resumes@downtownpittsburgh.com)

Applications for the Summer/Fall 2024 internship will be accepted on a rolling basis until positions are filled

One to three applicable writing or content samples (blog posts, photography, social posts, graphic design, etc.) would be appreciated.

#### **Pittsburgh Downtown Partnership**

DowntownPittsburgh.com

307 Fourth Ave, Floor 2

Pittsburgh, PA 15222