



## Marketing Internship

This position offers the successful candidate a unique opportunity to gain experience and build their resume. The Marketing Intern gains real-world marketing experience through work on projects in social media, public relations, graphic design and photography/videography. The ideal candidate will show up with a positive attitude, willing to learn and excited to promote Peoria Civic Center events.

### Requirements

- Applicants must be current college students. Marketing, Business or Communications majors are preferred.
- Excellent written and oral communication skills
- Ability to stay focused, organized and manage time effectively
- Knowledge of and enthusiasm for social media/marketing methods and strategies
- Must be self-motivated and have sharp attention to detail
- Ability to work independently or as part of a team
- Flexible and creative personality
- Ability to manage multiple projects and meet deadlines
- Experience and proficiency in Microsoft Office
- Experience with Adobe Creative Suite, photography and videography is a plus

### Essential Duties and Responsibilities

- Assist marketing team to promote and publicize events (concerts, comedians, Broadway Theater Series, family shows, consumer shows, entertainment, etc.)
- Creating content for social media platforms
- Writing and distributing press releases and email blasts
- Updating event information on website and venue advertising
- Research entertainment industry and show related content
- Assist with organization of press materials and design projects
- Assist in concept development and arrive at creative solutions that meet the team's brand standards and guidelines
- Assisting with events including event photography as needed
- Assist with other marketing tasks as assigned

### Time Commitment

Internships are available for Spring, Summer and Fall semester schedules. Interns typically spend 8-20 hours per week working in the Marketing office at the Peoria Civic Center. Regular hours will be set based on the applicant's availability. The ability to work events after regular business hours and on weekends in addition to regular office hours (8am-5pm) based on event schedule is a plus.

### Interested?

Send a resume, cover letter and your schedule availability and/or school credit requirements to the Marketing Team at [marketing@peoriaciviccenter.com](mailto:marketing@peoriaciviccenter.com). In your cover letter tell us why you have a passion for marketing and what event coming up at the Peoria Civic Center you are looking forward to.

We look forward to hearing from you!

Beau Sutherland, Director of Sales and Marketing  
Kelsy Martin, Marketing Manager  
Kalie Pluchel, Marketing Coordinator