

SILVER STREET

Event Marketing Internship

Silver Street is seeking an individual to gain event experience including event production and event booking.

All candidates must have a valid driver's license and be authorized to work in the U.S. This internship is unpaid, with college credit opportunities.

Applicants must be a self-starter, dependable, outgoing and possess strong communication and computer skills.

The ideal candidate would:

- Have a background, focus and/or interest in events, marketing and communications.
- Have the ability to multi-task and prioritize.
- Be detail-oriented, VERY ORGANIZED, responsible and self-motivated with excellent computer and communication skills.
- Comfortable on the phone, and interacting in social situations.
- Proficiency in Outlook, Word, Excel and PowerPoint are mandatory. Knowledge of Adobe Creative Suite is a plus.

Responsibilities:

- Assist in campus tours, booking events and working booked events.
- Assist in the planning, execution and management of marketing/events.
- Assist in inquiries (phone, email, mail, in-person at events) and responses.
- Assist Management with presentations, meeting preparation, and creation of sales materials.

Intern Qualifications:

Must be able to lift up to 30+lbs, must be 21 at time of internship to apply.

The events marketing internship requires a commitment of a 15-20 hours per week. Due to the nature of events, some weekend and evening hours are required.

To apply:

Fall 2017 applications are due by August 1. Please send a letter of interest and resume via email to:

Ricae Feigleson, Special Events Manager
ricaef@sawyeryards.com