



Event Planning and Marketing Intern – Summer and/or Fall Semester 2016

The Blacksburg Partnership seeks interns to assist with event planning and marketing. This internship will provide valuable real-world experience in event planning, marketing and operation of a non-profit economic development entity. Interns will work between 12-15 hours per week during the semester with a flexible schedule.

As a non-profit organization with limited staff and budget, interns assist with various operational duties of the organization. The internship is unpaid, however interns may use any items produced for their portfolio or resume. Internship may count as course credit, and supervisors will complete any required paperwork and evaluations.

The intern must be organized, detail-oriented, and possess marketing and event planning skills. The intern must provide his or her own computer with software, including Microsoft Word, PowerPoint and Excel. Proficiency in Photoshop is preferred.

Intern duties will include:

- Providing updates and calendar entries to the Step Into Blacksburg, Blacksburg Fork and Cork, Blacksburg Brew Do, Virginia Cheese Festival and Gobble de Art websites
- Assisting with the creation of promotional materials to market Blacksburg
- Utilizing social media to help promote the sites, projects, and festivals
- Assisting with the planning and implementation of the 2nd annual Virginia Cheese Festival (June 2016) and/or the 8th annual Blacksburg Brew Do (October 2016)
- Administrative duties, such as filing, research, recording, and assembling agenda packets for meetings
- Completing additional projects as directed by the supervisors

To apply, please email your resume and examples of previous work to diane@blacksburgpartnership.org. Select applicants will be interviewed.