



Marketing and Events Internship Overview

Job Title: Marketing and Events Intern

Reports to: Marketing Department

Description:

Orlando Weekly is the definitive guide to the real Orlando – while other publications focus on the city's tourists, snowbirds and suburbs, the Weekly sheds light on the people, places and things that shape the City Beautiful. With millions of people viewing our site each week, and thousands of people attending our exciting events, we look for talented interns to assist in marketing and promoting all aspects of Orlando Weekly to the people of Orlando. With Orlando Weekly being a fast-paced environment, we seek motivated and creative thinking interns who crave new learning skills and aren't afraid to tackle new and exciting projects. As an intern, you will get to work with the employees of our marketing department while working on assignments that will help Orlando Weekly's brand and events grow. You will be able to gain real life insight of what it's like to work in the wonderful world of marketing and events!

Responsibilities:

- Manage online promotions at orlandoweekly.com
- Assist in marketing Orlando Weekly's events
- Generate ideas to creatively market Orlando Weekly events
- Event production and execution
- Provide market research and analysis support
- Manage social media accounts under supervision
- Other duties as assigned

Skills and Specifications:

- Has or is working towards a Bachelor's degree in event planning, marketing, communications, or related field
- High interest in event management and marketing
- Excellent oral and written communication skills, including ability to take initiative and perform follow up
- Possess friendly, outgoing personality
- Proficient with Microsoft Office Suite
- Proficient with social networking sites