

# COMMELLINI

*Estate*

VENUE & EVENT RESTAURANT

**Position Type:** Part Time, Internship

**Day of Event Coordinator:** Marketing Intern

**Job Description:** Under the direction of the Marketing Director, the intern will observe and assist with various marketing projects in various mediums including social, digital, conventions, networking, and product development. General responsibilities may include: Monitor and post on blogs, forums, and social networks. Online outreach and promotion using Facebook, Instagram, Twitter, and Pinterest. Website and social media optimization, keyword analysis. Cost/benefit analysis. In person conventions and networking events. Requirements: Those applying for this internship should have or working toward a Marketing/Business or Language majors.

**Responsibilities Will Include:**

Assisting with social media; participation in the execution of marketing communication projects; drafting and sending internal emails; monitoring current events within the industry, including news and demographics; blogging; assistance with preparation for speaking events, conferences and trade-shows; proofreading and copy editing of sales support materials; and taking part in ensuring the consistency of the Commellini Estate brand and messaging.

- 8 Month Duration-

**Documents Required:** Please submit your Resume and Cover Letter to [info@commelliniestate.com](mailto:info@commelliniestate.com). Please be sure to include your availability.

**Desired Start Date:** 5/3/16

**Apprx Hours/Week:** 20 hours with option for up to 35 hours with additional role

**GPA:** 3.0+

**Qualifications:** Excellent written, verbal and interpersonal communication skills; at least 2 years of college-level communications or marketing work or 2 years of related experience and/or training - or equivalent combination of education and experience; desire to be part of a fun and dynamic marketing team.

Ideal applicants for Commellini Estate positions should be innovative problem solvers who thrive in a fast-paced environment and a willingness to lend expertise where it is most needed.

Leadership experience, a collaborative nature and the ability to hit the ground running are especially desirable.

Ideal Applicants also possess the following:

- Emphasis in Graphic Design, Communications, or Marketing preferred
- 2+ years related design, communications, or marketing project management experience
- Solid understanding of marketing principles and concepts
- In-depth knowledge and understanding of social media platforms
- Working knowledge of principles of SEO including keyword research (highly knowledgeable in the principles of “Search and Social”)
- Possesses functional knowledge and/or personal experience with WordPress
- Willingness to learn new things and do what it takes to get the job done
- Ability to manage a wide range of priorities and help the team to do the same through effective time management and direct communication
- Excellent project management, organizational, interpersonal, analytical, presentation, and oral and written communication skills
- Detail-oriented and able to work well independent

**Salary Level:** Unpaid Internship-with option for Commission, hourly rate of \$9.47, and/or Gratuity of \$35-150 per event worked