



DOWNTOWN WICHITA

Communications Intern

August 2019

ABOUT DOWNTOWN WICHITA

Downtown Wichita is a private 501(c)(3) non-profit corporation that amplifies the energy, capital, and growth of Downtown by empowering residents, visitors, and businesses to explore the possibilities of our city's core. Downtown Wichita is an affiliate of the Greater Wichita Partnership. Learn more at downtownwichita.org

POSITION DESCRIPTION

The Downtown Wichita Communications Intern will assist with development of communications and marketing tactics for Downtown Wichita.

ESSENTIAL WORK TASKS

This position requires a proactive, self-motivated individual with the ability to create content for various communication channels and audiences.

Primary work task is to assist Director of Communications in the execution of Downtown Wichita communications plans and efforts. Will also work directly with other communications team members and other members of the Downtown team, including closely with the Executive Vice President of Downtown Wichita and the Director of Communications for Downtown Wichita. Other tasks include but are not limited to:

- (1) Manage downtown event listing and weekly events email
 - Create content for the Weekly Downtown Events Email
 - Upkeep and manage downtown events listings on website
 - Create website and social media graphics to promote weekly events

- (2) Pop-Up Park
 - Update website with weekly schedule
 - Facebook page management
 - Twitter profile management

- (3) 2nd Saturday
 - Update website monthly schedule
 - Facebook page management
 - Twitter profile management



(4) First Friday art crawl

- Manage communications with artists and galleries
- Update website with monthly participants
- Facebook page management

(5) Business listings updates on website

- Update “For Sale and For Lease Properties” monthly
- Manage downtown business listings (eat, shop, discover, etc.)
- Update weekly event and venue parking

SKILLS, KNOWLEDGE AND ABILITIES

Preliminary skills in the utilization of Windows and Macintosh operating systems and applications including but not limited to: Adobe Creative Suite including InDesign, Photoshop, and Illustrator and Microsoft Office Suite.

High level of initiative with the ability to self-motivate and highly-detail oriented.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, including business writing, conversational and telephone skills.

Ability to present information in an appealing, informative, concise and easy to understand manner.

COMPENSATION

Hourly rate of \$10/hour with 10-20 hours/week, flexible scheduling

Downtown Wichita is an equal opportunity employer

Please include resume, portfolio samples and references in your application and send to:

Megan Hartzell
Director of Communications
Downtown Wichita
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