



**DOWNTOWN WICHITA**  
**Communications Internship**  
*April 2021*

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. Founded in 2002, our mission is to cultivate opportunities that revitalize and enhance Wichita's urban core. We collaborate with stakeholders to stimulate investment and interest in downtown. By connecting resources from the private sector and local government, we steward initiatives that allow commerce and culture to thrive. Downtown Wichita is an affiliate of the Greater Wichita Partnership. Learn more at [downtownwichita.org](http://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.

The primary work task is to assist the Director of Communications in the execution of Downtown Wichita communications plans and efforts. This individual will also work directly with other communications team members and other members of the Downtown Wichita team. Primary tasks include, but are not limited to:

(1) Website Management

- Manage downtown business listings (eat, shop, discover, etc.)
- Update homepage event listings weekly
- Update "For Sale and For Lease" listings monthly

(2) Content Development

- Creating content for key pillars (development, organizational initiatives, events, eat and drink local, parking and transportation)
- May include writing, graphic development and photography

(3) First Friday

- Manage communications with participating artists and galleries
- Update website monthly

- Facebook page management

(4) 2<sup>nd</sup> Saturday

- Manage communications with participating retailers
- Update website monthly
- Facebook page management

(5) Parking and Transportation

- Update weekly event and venue parking
- Twitter account management (@parkdowntown)

SKILLS, KNOWLEDGE AND ABILITIES

Preliminary skills in the utilization of Macintosh operating systems. Proficient skills in 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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(316) 573.6365