



**DOWNTOWN WICHITA**  
**Communications Internship for Old Town**  
*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 Communications Intern for Old Town will assist with developing and implementing communications and marketing tactics for the historic Old Town entertainment district in 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 execute communications and marketing initiatives for the Old Town district to increase awareness, enhance perceptions and position the district for success. This individual will work directly with the Director of Communications of Downtown Wichita through the direction of the Old Town Association. Tasks include, but are not limited to:

(1) Website Management

- Business listings
- Upkeep and manage events listings
- General content updates

(2) Social Media Management

- Content development (may include writing, graphic development and photography)
- General management of Facebook, Twitter and Instagram platforms

(3) Reporting and Metrics

- Monthly reports on website metrics and activities (metrics to be identified)
- Monthly reports social media insights (insights to be created)

(4) Other marketing and communications items to promote the Old Town District

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 at 10 hours/week, flexible scheduling.

Downtown Wichita is an equal opportunity employer.

**Please include resume and references in your application and send to:**

Megan Hartzell  
Director of Communications  
Downtown Wichita  
505 E. Douglas | Wichita, KS 67202  
megan@downtownwichita.org  
(316) 573.6365