

## **Job Description**

### **Emmis Marketing Group Intern**

#### **SUMMARY:**

Emmis Austin Radio is seeking an intern for the Emmis Marketing Group. This internship involves working in a high-energy, fast paced environment assisting the Project Manager & Coordinator with administrative tasks and sales-promotion programs and events.

#### **ESSENTIAL FUNCTIONS:**

- Create recaps of events
- Design point-of-sale, event banners, stage scrim, etc
- Gather high resolution logos for print/web
- Event preparation
- Prepare sponsor packets
- Assist staff with on-site events

#### **QUALIFICATIONS:**

Qualified applicants should be dependable and able to prioritize and manage multiple projects, possess good communication skills and have knowledge of various computer programs (Excel, Photoshop, Illustrator, Word, PowerPoint, etc.) This internship is 20 hours per week and requires non-traditional hours.

Must receive course credit.

#### **APPLICATION INSTRUCTIONS:**

Please email resume to:

Rachel Lepera

[rlepera@emmisaustin.com](mailto:rlepera@emmisaustin.com)