Job Title: Events Promotions/Sales Intern

Department: Events

Reports To: Director of Marketing & Manager of Events

Supervises: N/A

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job.

The Events Promotions/Sales Intern will deliver consistent brand-quality messaging, service and hospitality to guests and potential guests.

Responsibilities:

The responsibilities of the Events Promotions/Sales Intern include:

- Manage social media process—executing digital promotions/sales strategies via Facebook *
- Develop social media editorial calendar *
- Track metrics to measure success of digital engagement activities and initiatives
- Coordinate master events calendar for events with educational programs, community engagement, and similar initiatives
- Coordinate all internal promotional event details from development to delivery
- Oversee the post-event reporting process for each event, measuring against targets. Tracking of all new or pre-existing leads
- Set up and run booths and promotional stands at off-site venues
- Assist in soliciting feedback from clients, internal departments, and vendors to identify client satisfaction and areas for operations improvement

Other duties as assigned.

Qualifications:

- High school diploma preferred and/or some college in areas of event sales, client management, hospitality, tourism, catering or marketing
- Experience with client management software; proficient experience with POS preferred
- Excellent guest service skills including conflict resolution, service recovery, team building, and interfacing and collaborating with diverse internal and external audiences
- An outgoing, friendly, approachable personality
• Must be able to read, write, and proofread reports, departmental memos, and other related documents
• Strong organizational, interpersonal, communication, and presentation skills, written and oral; with strong attention to detail, precision, and accuracy
• Professional demeanor with a high degree of integrity, confidentiality, ethics, and dedication to the mission of the National Underground Railroad Freedom Center.

Additional Information:

Flexible schedule to meet business needs. Must be able to lift, carry and pull up to 50 pounds. Moderate standing, walking, stooping, crouching. Some exposure to dust and cleaning chemicals.

You can be a part of creating meaningful experiences, inspiration and lasting memories!