

# WE'RE HIRING!

## ***POSITION: MARKETING INTERN, SUMMER 2017!***

**The Vail Valley Foundation (VVF)** is seeking enthusiastic and driven interns for the 2017 Summer Season, with professional goals and aspirations that align with our organization's diverse mission and commitment to excellence within the community.

The Marketing Intern must be a problem-solver with strong communication skills, and highly organized, personable, and a self-starter. Must be able to thrive in a fast-paced work environment. Must also be highly proficient with computer systems including Microsoft Word, Excel, Powerpoint, Publisher, Outlook, and Adobe Creative Suite. Must have extensive knowledge of social media platforms including Facebook, Twitter, Instagram, YouTube, and Snapchat. Candidates must be available between Mid-May and mid-August and must be able to work between 30 and 40 hours per week. Schedule will vary and some nights or weekends may be required.

### WHAT IS VVF?

*Founded in 1981, the Vail Valley Foundation (VVF) was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 62 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*



### ***EXPECTATIONS AND GOALS:***

This intern is responsible for supporting the marketing and PR efforts of the VVF specific to: Vilar Performing Arts Center, GoPro Mountain Games, Hot Summer Nights and ShowDown Town Free Concerts, GRFA 30th Anniversary Concerts, YouthPower365 and Star Dancing Gala, and the Vail Dance Festival. This position will be assigned design requests including creation of posters, flyers, etc. as well as track the Vail Daily advertising efforts. Distribute posters and other collateral, organize shared folder, partake in radio and TV interviews, social media content creation, and assist with the new website content generation. Additional projects as needed! Intern will be trained on the creation and tracking of email campaigns via Mailchimp, basic skills on Adobe, social media training, photo uploading on a variety of platforms, and basic training on WordPress.

### ***COMPENSATION:***

This is an hourly position with a gross pay rate of \$12.00 per hour.