



Job Title: Marketing/Communications Intern
Department: Marketing/Communications Department
Pay: Unpaid Internship, Credit Hours Offered

Internship Summary: Experience Bryan College Station seeks a motivated, self-starting student to intern within the Communications/Marketing division of the Experience BCS office. Build your resume while promoting tourism & conventions in the Bryan College Station area. You will have the opportunity to gain a real working knowledge of the tourism/marketing industry and achieve valuable job experience as well as produce materials for you to add to your resume.

Qualifications:

Student enrolled in a bachelor's degree program and interested recent graduates are welcome to apply. We're looking for someone with a desire to organize & manage communication and marketing projects, the ability to see projects through to completion, excellent organizational skills, and a strong work ethic. ***Experience with one or any of the following is a plus, but not required: Microsoft Office, Photoshop, Illustrator, InDesign, Publisher (or any other graphic design software), photo/video shooting skills, or video editing in Adobe Premiere.*** Experience with various social media platforms, writing, and the ability to work independently with minimal supervision are also preferred.

Hours:

Part-Time; Flexible shifts available Monday-Friday, 8am-5pm; Some weekends/evenings required.

Typical Duties & Responsibilities May Include:

- Assist with the production of in-house collateral material such as brochures, maps, flyers, etc.
- Market the Bryan College Station community online through Social Media outlets such as Facebook, Twitter, YouTube, Instagram, etc.
- Develop press releases for the media
- Assist with writing the monthly newsletters
- Maintain and help promote the website
- Create videos and slideshows to be used to market the community
- Assist with the planning, preparation, and participation of in-house events
- Operate office equipment as required
- Assist with various duties as assigned, which may include assisting other departments as needed including answering phones or greeting guests at door

If interested, please send a Letter of Interest and Resume to Madeleine Russell at madeleine@experiencebcs.com or call 979-260-9898 for further details.