Summer Intern Job Description

Summer internships at Mantooth Marketing Company afford college students the opportunity to gain real world experience in the areas of marketing and events. Working in unique, fast-paced, creative and FUN environments provides interns with invaluable experience, while applying knowledge and skills learned in school to a professional environment. Interns work alongside and in support of Project and Account Managers.

**Marketing -**
This internship opportunity will be focused on applying basic marketing skills to client campaigns. You will be expected to use your creativity and exhibit professionalism.

Primary Job Responsibilities:
• Apply integration into marketing tactics
• Contribute to the creation of marketing campaigns
• Manage a project from start to finish
• Perform marketing research

**Events -**
This internship opportunity will be focused on supporting Event Managers with events such a concerts, fundraisers and more. You will be expected to exhibit professionalism and be resourceful.

Primary Job Responsibilities:
• Contacting vendors for event needs
• Coordinating logistics prior to events
• Developing unique elements for events
• Work events from beginning to end, including set up and tear down

**Digital/Social Media –**
This internship opportunity will be focused on assisting Digital Manager with managing clients’ online presence. You will be expected to use strong communication skills, with an emphasis on grammar and spelling and have mid-level knowledge of Facebook, Twitter, Instagram, Pinterest, etc.
Primary Job Responsibilities:

- Coordinating the marketing calendar with online activity
- Creating concise, engaging and interesting social media posts
- Creating content in advance for clients in multiple industries
- Developing content ideas for posting on various social media channels

Qualifications:
We are only accepting applications from students who are or will be in Fort Collins this summer.
Currently attending or enrolled in college (Spring/Fall 2015)
Pursuing degree with focus on Marketing, Communication or Hospitality
3.5 GPA or Better

Experience:
Participation in meaningful extra-curricular activities

Skills:
Good teamwork skills, ability to establish and maintain strong working relationships
Ability to proactively and consistently set goals, establish priorities and meet deadlines
Ability to learn quickly
Accuracy and attention to detail, very organized
Ability to work independently, with minimum supervision
Ability and drive to take initiative and be resourceful
Strong work ethic and commitment to learning
Creative problem solving skills
Trustworthy with highest level of integrity and respect
Attention to detail
Proficient in Microsoft Word, Excel and PowerPoint

Availability:
Must be available to work 90% of summer events, including set up and tear down
Must be available to work some evenings & weekends
Must have a flexible availability Monday through Friday 8-5