



Intern Position Description

Corporate Entity: Greater Mankato Growth, Inc.
Job Title: Arts & Programs Internship
Term: 3-6 months; 10-20 hours per week
Compensation: 3-6 credits; \$500 completion stipend (per 20 hours, adjusted accordingly)

The position is responsible for providing marketing, communications and administrative support to the Greater Mankato Growth, Inc and City Center Partnership organizations.

MAJOR JOB RESPONSIBILITIES:

1. Assist in the implementation of specified CCP events and programs.
2. Maintenance and management of online communications and social media.
3. Marketing materials in conjunction with Marketing & Promotions committee
4. Attend Committee meetings as they fit within the intern's schedule
5. Development and maintenance of databases and event listings as necessary.

QUALIFICATIONS:

1. Working towards a Bachelor's degree in marketing, communications, mass media, parks and recreation, business, art, or urban and regional studies.
2. Proficient in Microsoft Word, Outlook, and Excel. Some Adobe Photoshop is a plus.
3. Ability to work independently and professionally.
4. Skilled in managing social media (Facebook, Twitter, Flickr)
5. Highly organized and attentive to details with excellent follow-through.

To apply for the GMG Arts & Programs Internship position, please send the below information via email to Crystal Olson at admin@citycentermankato.com.

1. Cover letter that expresses your interest. Please specify your availability, what other activities you will be doing at the same time (i.e. going to school, working part-time or full-time, etc.), and why you are interested in working with GMG and City Center Partnership.
2. Resume
3. 2-3 professional references
4. Contact information

About Greater Mankato Growth, Inc.

Greater Mankato Growth, Inc. (GMG) is comprised of four business units; Greater Mankato Growth, the regional chamber of commerce and economic development organization; Visit Mankato, the local convention and visitor's bureau; City Center Partnership, a downtown development organization; and GreenSeam, which utilizes agriculture to build on the region's extensive agribusiness assets to develop the ag economy.