



## Downtown Dayton Partnership

### SPECIAL EVENTS & MARKETING INTERNSHIP

The Downtown Dayton Partnership, a strategic planning organization located in the heart of downtown Dayton, is seeking a special events and marketing intern to work an average of 15-25 hours during the summer of 2021.

This is a paid internship that also provides reimbursement for parking.

Masks must be worn in accordance to state and local mandates. Social distancing regulations must be followed.

#### SPECIAL EVENTS & MARKETING DUTIES:

- Assist the Special Events team with all aspects of the events organized by the DDP, **with special emphasis on the daily needs associated with *The Square Is Where*, a lunchtime entertainment program.** Additional responsibilities with *Summer in the City* special events may be assigned as needed
- Responsible for the day-to-day set up of Courthouse Square for the lunch hour. Duties will include:
  - Oversee the games and activities on a daily basis
  - Greet performers, tend to any problems that may arise (with help and supervision of manager when needed)
  - Work with partner organizations to execute planned activities
  - On occasion, act as the Main Stage emcee to greet guests and make announcements about the day's planned activities
  - Act as a point of contact at the information table during the lunch hour
  - Run contests or other prize give-away programs in an effort to collect email addresses
  - Encourage the public to actively participate in ongoing and future activities planned for The Square is Where
  - Set up and tear down the DDP info table
  - Oversee and help with the public table set up and clean up daily
  - Keep a tally of participants and visitors to the square
  - Take photos of activities for promotional purposes



- Assist staff members on an as-needed basis with other projects, research, activities and downtown events
- Additional tasks may be assigned based on the intern's abilities and interests, and the needs of the department

**WORK SCHEDULE:**

The bulk of the work hours will be weekdays between 10 a.m. and 2 p.m. Occasional evening/weekend work are required for events such as *Art in the City* or other special events.

**JOB REQUIREMENTS:**

- Freshman level collegiate status or above
- Energetic and enthusiastic personality
- Good verbal communication skills
- Strong writing and grammar skills
- Professional appearance and demeanor
- Business casual dress code
- "Team player" mentality
- Ability to manage multiple tasks simultaneously
- Proficiency with Microsoft Word and Excel
- Available to meet work schedule requirements during the semester and required lunchtime hours during the summer
- Ability to lift up to 20 pounds
- Driver's license and vehicle for making deliveries and transporting materials

If interested in this position, please email your resume and cover letter to Jami Pack at: [pack@downtowndayton.org](mailto:pack@downtowndayton.org)

**Resume may also be mailed or faxed to:**

Jami Pack  
Special Events Manager  
Downtown Dayton Partnership  
10 W. Second Street, Suite 611  
Dayton OH 45402  
Fax: 937.224.3602