

JOB OPENING

PEORIA PARK DISTRICT – EVENTS DEPARTMENT

MARKETING INTERN

POSITION: INTERNSHIP (NOV - DEC 2021) / PAY RATE: \$11.00 PER HOUR (HIGH SCHOOL LEVEL);
\$12 PER HOUR (COLLEGE LEVEL) / LOCATION: NOBLE CENTER – EVENTS DEPARTMENT

RESPONSIBILITIES

- Curate content and schedule posts for specific social media pages.
- Create a process to have staff send digital files to one location so they can be tagged and filed for future searches.
- Work with departments across the District to understand the general marketing needs, targets, and how each target group is best marketed to.
- Scan and digitize printed pictures from the PPD Archive.
- Label digital pictures with searchable tags.
- Transfer/copy current digital picture files to “new storage” file/server and tag those pictures with searchable tags.
- Complete end of term marketing proposal.
- Monitor peoriaparks.org to ensure content is up-to-date. Tour facilities to look at signage currently being used, opportunities for sponsorship and marketing opportunities.
- Assist in creating a dedicated video studio that allows staff to book time online, place their phone/camera on a tripod, and record a video with a clear background without background noise.
- Assist in the planning and procurement of employee appreciation supplies, materials, and signage.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Ability and willingness to perform assigned job duties.
- Status as a current High School or College student.
- Grade point average equivalent to a “C” level or higher.
- Ability to be professional, respectful, accountable, innovative, safe, and equitable to both internal and external customers.

OTHER

- Maximum of 15 hours per week for High School level; 20 hours per week for College level.
- This position is under the general supervision of Coordinator of RiverFront Admin/Digital Media.
- Location: Bonnie W. Noble Center for Park District Administration.
- To apply for this internship: Please complete the Employment Application Form located at:
<https://peoriaparks.aaimtrack.com/jobs/>

