



CHICAGO EVENT  
MANAGEMENT

<b>Job Title</b>	<i>Marketing Intern</i>
<b>Reports To</b>	<i>Creative Director, Marketing</i>

### Job Purpose

We are looking for an enthusiastic marketing intern to join our marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies.

The Marketing Intern will have administrative duties and task in developing and implementing marketing strategies within CEM.

This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast-paced work environment.

**Part-Time**

**Non-Exempt**

### Duties and Responsibilities

- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Support marketing team for pre and post event activities
- Assist in marketing and advertising promotional activities (e.g. direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Help organize marketing events

### Qualifications/ Requirements

- Exceptional attention to detail
- Strong planning, organizational and follow-up skills
- Must be able to prioritize and work in a busy, fast-paced, deadline-driven environment
- Ability to multi-task
- Excellent people and process management skills
- Proficiency with Microsoft Office
- Desire to be a team player
- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office (Excel)

### Education/Experience

- Current enrollment in a related BS or Masters degree
- Familiarity with marketing computer software and online applications (Online analytics and Google Adwords)
- Solid understanding of different marketing techniques
- Passion for the marketing industry and its best practices

### Terms of Agreement

- May/June – August 2019
- 20 Hours a week distributed Monday – Friday

### Working Conditions/Physical Requirements

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.
- Work is performed primarily in an office setting
- The employee must occasionally lift and/or move up to 25 pounds

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<b>Approved by:</b> <i>Signature &amp; Title</i>	
<b>Date approved:</b>	
<b>Employee Acknowledgement:</b>	

Updated March 20, 2019