

# PORTLAND ROSE FESTIVAL FOUNDATION MARKETING INTERNSHIP



**Job Title:** Marketing Intern  
**Objective:** To gain non-profit marketing and sponsorship management experience focused on the special events industry.

**Length:** April - August, 2019  
Approximately 30 hours/week. Regular office hours are 8 a.m. to 5 p.m.  
Start and end dates and office hours are flexible based on school course load.

**Compensation:** Hourly wage (\$12.00/hour), college credit (if applicable), and event tickets.

**IMPORTANT:** The Marketing Intern is expected to work a minimum 30 hours/week. Extended hours on event days, including nights and weekends, is required during the Festival season (end of May through beginning of June).

**Responsibilities** vary according to the needs of the Sponsorship Team and may include:

- Collect and organize all marketing materials (TV, radio, print, collateral, etc.)
- Gain experience in valuing marketing benefits by preparing individual audits (post-event analysis) for festival sponsors by tracking, quantifying, and organizing marketing materials to present to sponsors.
- Administrative tasks such as organizing schedules, meetings, mailings, files, etc.
- Assist in communication with media partners and corporate sponsors
- Assist with the implementation/tracking of sponsor benefits
- Gain experience with non-profit business structures by writing proposals and contracts
- Attend planning and brainstorming meetings with management, board members and volunteers
- Coordinate & execute sponsor hospitality functions
- Provide on-site sponsorship support at Rose Festival events
- Aid in strategic sponsorship planning for the 2019 Rose Festival
- Additional responsibilities as assigned

**Qualifications:**

- Strong desire to gain invaluable experience in non-profit marketing techniques
- Enrolled at an accredited college or university, or a recent college graduate
- Superior writing, grammar and editing skills and strong oral communication skills
- Excellent organizational skills and the ability to multi-task
- Proficiency with Microsoft Word, Excel, PowerPoint, Access and Outlook
- General office skills and operation of office equipment (phones, copier, computer, etc.)
- Strong attention to detail and a demonstrated ability to take initiative
- Desire and ability to work in a fast-paced, professional atmosphere with the flexibility to change tasks as priorities require with enthusiasm and team spirit
- Ability to sit or stand for long periods of time, climb stairs, walk several miles, lift 20 to 40 pounds

**For More Information about the Marketing Internship Contact:**

Jessica Metteer  
Special Events Manager  
503.227.2681 ext. 318 or [JessicaM@RoseFestival.org](mailto:JessicaM@RoseFestival.org)

**To Apply:** Send resume and questionnaire by February 1, 2019 to:  
Portland Rose Festival Foundation  
Attn: Marketing Internship  
1020 SW Naito Parkway  
Portland, OR 97204



*Let's turn the answers on.*