Description

We are looking for driven undergraduate students who are majoring in Journalism Mass Communication, Advertising, Sales, Marketing, Public Relations or Entrepreneurship. These individuals should have excellent verbal and written communication skills, with extensive knowledge of web and social media platforms. PowerPoint, Word and Excel experience is key, and will be considered when choosing the best applicant for this internship position.

This is a great opportunity for any student(s) looking to gain experience working at an organization that has close ties to the entertainment industry and also working relations with clients from different industries as well.

Recognized by Kansas State University, this position with our organization will grant the INTERNSHIP CREDIT needed to graduate, making it an unpaid position. It’s a great opportunity to add to your resume/portfolio, real-life hands on experiences working with organizations, businesses, people in and out of the art community and mentoring from someone in your career field. Email mhkmusicscene@gmail.com your resume, if you haven’t already done so.

Responsibility examples will include, but are not limited to:

- Assist in the creation of signage, circulars, mock ups, email campaigns, online promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Assist with the fulfillment of marketing offers
- Assist with execution of events and pre-events
- Assist with the preparation and delivery of materials
- Market Research
- Seek and analyze competitor marketing and sales materials both on and offline
- Prepare presentations
- Open and sort emails
- Enter contact information into contact management systems
- Provide support to our website and social media efforts
- Maintain tracking report of public relations activity
- Provide research on potential and existing clients and the competitive landscape
- Managing and following up on digital marketing campaigns
- Assist in identifying potential business opportunities
- Monitor news and developments relating to, or impacting, key clients/prospects
- Prepare periodic reports on screening, tracking, and monitoring clients and prospects

Requirements

- Proactiveness
- Ability to work in a fast-paced environment and collaborate effectively as a team member
- Ability to communicate at all levels with internal/external clients by phone, email and Zoom
- Ability to work in the field (within the social distancing guidelines and mask requirements) to fulfill assignments
- Proficiency in Microsoft Office (e.g. Word, Excel, and PowerPoint)
- A positive attitude with good organizational, presentation and writing skills
- Pursuing a Bachelor's Degree or equivalent education