



Marketing Assistant Internship

MARKETING ASSISTANT

Under the direction of the Marketing Director, the Marketing Assistant plays a vital role in producing promotional materials and communications for exhibitions, programs and events, as well as performing various tasks in service of the LCA facilities, and mission. Availability to work evenings and weekends for special programs and events as needed.

DUTIES AND RESPONSIBILITIES

- Assist with gathering marketing data and reporting
- Assist with event preparations and organization of information
- Assists with the development of marketing materials – writing descriptions, developing press releases, submitting listings, gathering content – for all events, exhibits, educational programming for the LCA
- Assists with maintenance of the LCA website and its content
- Assists with development of social media content and postings
- Assists with preparation and distribution of promotional materials
- Assists Marketing Director and Marketing Specialist as requested

EXPERIENCE AND TRAINING

- Education in an area of business, communications, or the arts
- Abilities in the area of public relations, marketing; strong writing skills
- Customer service experience

SKILLS AND ABILITIES

- Strong verbal, written, and interpersonal communication skills
- Mature pro-active approach to problem solving
- Ability to exercise patience and diplomacy in difficult situations and with a wide range of clientele.
- Proficiency with PC operation systems, Microsoft Office
- Proficiency with Adobe Creative Suite preferred
- Ability to work some evenings for events and receptions

Some expenses for mileage may be reimbursed. For more information please contact the Marketing Director, Amy Davis at adavis@lubeznikcenter.org or 219-874-4900 x202.