



# LAKE WALK

## ATLAS

**Job Title:** Marketing & Events Intern

**Department:** Marketing & Events

**Pay:** Paid Internship and/or Credit Hours Offered

**Internship Summary:** Lake Walk Town Center is in search of an events and marketing intern. This individual must be a highly independent, responsible, creative, looking for an opportunity to build up resume experience while assisting with all Lake Walk event efforts. This position will offer real world experience in the events and marketing world with an emphasis on community development.

**Qualifications:** We are looking for a student currently enrolled in a bachelor's degree program. Suggested areas of study include Recreation, Parks, and Tourism Sciences, Communication, and Marketing. An interest in hospitality is recommend. Recent graduates are welcome to apply as well. Experience with one, or any, of the following programs is a plus, but not a requirement: Adobe Illustrator, Photoshop, InDesign, or any design software, Constant Contact, and Wix. The following interests are also recommended: social media, photo & video shooting, event management, graphic design, and public relations.

**Hours:** This is a part-time, paid position. Flexible hours are available, however, there will be some evening and week-end hours required. Candidate must be available for extended periods of time on Tuesdays.

### **Typical Duties & Responsibilities May Include:**

- Event setup and assistance
- Assist with the planning and preparation of all Lake Walk events
- Lake Walk Community outreach
- Website updates and maintenance
- Maintaining the Lake Walk events calendar
- Creation of event graphics for Lake Walk events
- Operate office equipment as required
- Assist with various duties as assigned

**If interested, please send letter of interest and resume to [events@lakewalktx.com](mailto:events@lakewalktx.com).**