



Spring Marketing Intern

Want to be involved in bringing some of Wausau's most beloved events to the community? Are you looking for hands-on experience related to event management, marketing, customer service, or communications? If yes, Wausau Events is on the search for a spring intern to assist in the day-to-day management of our organization!

This intern will serve on the frontlines and be involved with all events organized by Wausau Events. You'll even have an opportunity to get involved in developing new programs! The schedule for this position varies weekly from 15-20 hours, not to exceed 120 hours total per internship guidelines. Responsibilities include:

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- Manages the social media marketing plan for the Wausau Events season, including but not limited to: Facebook, Instagram, Twitter, etc.
- Assists the Executive Director in developing a brand for each 2022 event.
- Provides administrative and office support including but not limited to answering phones, responding to inquiries, confirming vendors, and greeting visitors.
- Assists in the event planning of all 2022 events.
- Assists in recruiting volunteers for all events.
- Participates in committee and board meetings.
- Manual labor including, but not limited to hauling event supplies, setting up and moving equipment, and various assigned tasks.
- Excellent communication skills.
- Ability to problem solve and handle stressful situations.

Preferred Experience:

- Currently enrolled in a post-secondary education institution
- Pursuing a bachelor's degree in recreation or events management, marketing/communications, or similar area

To Apply:

Please submit a cover letter and resume by **December 3rd, 2021** via email to:

execdir@wausauevents.org