



THE MOUNTAIN WINERY

Job Title: Venue Marketing and Event Planning Intern	Position Availability: ASAP
Company: The Mountain Winery	Commitment of Hours: 250 – 500 (20-30/week)
Department: Marketing	Wage: Unpaid
Reports To: Director of Marketing	Number of Direct Reports: 0

Job Summary:

Interns will participate in marketing all of our lines of business including Concert Dining, Winery Events, Corporate Events, Social Events, Wine Tasting and Retail Wine Sales, and Season Tickets through several initiatives. Students will gain a working knowledge of steps necessary to plan and execute a public/ticketed event at The Mountain Winery. Marketing Interns routinely interact with Department Directors on site, as well as guests/clients and vendors. Student Interns will have the opportunity to volunteer for other departments in order to get an all encompassing understanding of how our business operates.

Interns must maintain excellent attendance and be available to work events as scheduled per business need.

Learning Outcomes:

- Create and edit Event Collateral such as: Flyers, Handbills, Menus, Coupons, Save the Dates, Signage etc. using Adobe Illustrator
- Market Winery events on social media platforms, through email blasts, create an event detail page on our website and promote online through google adwords and online event listings.
- Create and edit event planning paperwork including Banquet Event Orders and Floor Plans.
- Assist the Day-Of-Coordinator on Concert Nights and at Winery Holiday Events
- Learn the basics of branding, search engine optimization, drafting press releases and best practices for CRM
- Achieve proficiency in Industry Specific Programs such as Caterease and MS Visio
- Gain a higher level of comfort with MS Excel
- Comfortably answer questions about events, history, concerts, food and beverage as they relate to The Mountain Winery
- Suggest, Execute and Implement systems to help our Organization run more smoothly

Education, Qualifications and Experience:

- **Must be enrolled in an academic program that provides credit for a predetermined number of hours spent as an intern**

Knowledge, Skills and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages).
- Must wear appropriate, business casual/professional attire.
- Proficiency in Microsoft Suite (MS Word, MS Excel, MS PowerPoint, MS Outlook) and Adobe Illustrator and Photoshop a plus

Contact: Katelyn Studebaker, Director of Marketing, kstudebaker@mountainwinery.com



THE MOUNTAIN WINERY

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Mobility:				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing:		X		
Fingering/Grasping/Feeling:		X		

Note: The statement herein are intended to describe the general nature and level of work being performed by interns assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.