Organization: Hattiesburg Downtown Association

Mission: To revitalize Downtown Hattiesburg in the context of historic preservation and economic vitality, and to make downtown the creative center of activity and heart of Hattiesburg.

The vision statement of Downtown Hattiesburg is to achieve this mission through promotion of the historic district, protection of its historic character and provision of organizational structure to achieve goals, with a focus on the economic development of the district.

Position: Hospitality & Event Planning Internship

Role of Intern: The intern will be seeking to become engaged in the Downtown community, events, and projects. The ideal intern would have an interest in and be looking to pursue a career in event planning, hospitality, public relations or marketing. A majority of the internship will be centered on event planning, coordination, and communication. The intern will work closely with the director and as well as the Promotion Committee members of the Downtown Association.

Intern Tasks:

- Working with the Director and Promotion committee members to plan and coordinate downtown events.
- Working with the director to help to update and create compelling marketing materials for assigned events.
- Director will assign various tasks that may require making calls, following up with artists or vendors and participating in planning meetings for various events.
- Assist in planning events and fundraisers for the Association
- Assist in updating the website and writing for monthly E newsletter
- Helping to gather follow up information after events to measure success.

Expectations:

- Work with director to create an event time-line for each upcoming event (up to four events per semester)
- Create graphics, forms, social media content for events which are approved by the Director or Promotion chair.
- Produce press releases and feature articles which are approved by the Director or Promotion chair related to all events the Association is involved in within one week of the event taking place (up to eight events per semester)
- Weekly meetings with Director and/or Association leadership
- Must be able to work the event that is assigned.
- Most work can be completed on the intern’s schedule as long as they are in contact with the Director or committee chair.
Skills Required:

- Strong communications skills - written and verbal
- Knowledge of basic marketing principles
- Ability to juggle multiple projects at one time
- Organizational and project management skills

Time Requirements:

A flexible internship which could include 78-160 hours of work over a 13 week semester, depending on need of student and availability of the student.

Location: Hattiesburg Cultural Center, 723 N Main Street, 2nd floor. In downtown Hattiesburg, approx 2 miles from USM.

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