

**Internship positions are currently open at the
Global Spectrum-managed Saint Charles Convention Center.**

Job Title: Convention Center Intern
Reports To: Marketing Manager
Number of Positions: 3 students per term
Hours Required: Minimum 20 hours per week (flexible with student's schedule)

Qualifications: *College sophomores, juniors or seniors working for earned credits.* Applicant must have knowledge of Microsoft Office Suite. Knowledge of Adobe Photoshop is preferred but not required. Applicant must be well organized with ability to prioritize and handle multiple assignments and be willing to get involved in projects with varying degrees of difficulty. Applicant must possess the ability to work in a fast-paced environment and have excellent written and verbal communication skills.

Students will gain experience in the areas of marketing and event management.

Responsibilities include, but are not limited to the following:

- ✓ *Marketing side*
 - Generate and pitch story ideas to National, Regional, and Local Media.
 - Brainstorm, plan and execute publicity events.
 - Create and execute media releases.
 - Update message boards.
 - Assist in Marketing Campaigns for events.
 - Assist with publicity mailings.
 - Conduct demographics and psychographics research for various projects and events.
 - Create overview and recaps of event and marketing promotions.
- ✓ *Event Management side*
 - Work with event managers during facility events.
 - Assist with scheduling event staff.
 - Assist with creating event work orders & diagrams.
 - Update monthly event calendars.
 - Create event signage.
 - Assist with processing exhibitor orders.
 - Perform all other duties and responsibilities as assigned.

The Internship Program will last the duration of a school semester.

For more information, please contact:

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TO APPLY:

Contact Joe Capitanelli or visit www.global-spectrum.com and click on 'Careers'. Click 'Employment Opportunities' and scroll down to 'Internships' to begin the application process.