



Position Description

Corporate Entity:	City Center Partnership, LLC		
Job Title:	Arts & Programs Intern		
Term:	3-6 months; Hiring as soon as possible; 10-15 hrs per week		
Position Type:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor
	<input checked="" type="checkbox"/> Intern		
	<input type="checkbox"/> Exempt (salaried)	<input checked="" type="checkbox"/> Unpaid position	

POSITION SUMMARY

The position is responsible for providing marketing, communications and administrative support to the City Center Partnership.

MAJOR JOB RESPONSIBILITIES

1. Assist in the implementation of specified CCP events and programs (Silo Art, INFUSE: Artists on Main Street, Alive After 5, etc.).
2. Assist in maintenance and management of online communications and social media in conjunction with Marketing & Promotions committee and Greater Mankato Growth, Inc. Marketing and Communications staff.
3. Assist with marketing materials in conjunction with Marketing & Promotions committee and Greater Mankato Growth, Inc. Marketing and Communications staff.
4. Attend Committee meetings as they fit within the intern's schedule (Marketing & Promotions, CityArt, Aesthetics and Livability, Business Development & Retention).
5. Assist with the development and maintenance of databases and event listings as necessary.
6. Assist with community and partner relations
7. Other duties as needed.

QUALIFICATIONS

- On track to receive Bachelor's degree in marketing, communications, mass media, parks and recreation, business, art, or urban and regional studies.
- Strong written and verbal communication skills.
- Ability to work independently.
- Ability to interact professionally with business and community leaders.
- Highly organized and attentive to details with excellent follow-through.
- Skilled in managing social media (Facebook, Twitter, Flickr)
- Proficient in Microsoft Word, Outlook, Excel. Some Adobe Photoshop a plus.

JOB CONTEXT

Reports To:	City Center Partnership Director
Established Volunteer Groups:	City Center Partnership Board of Governors, Marketing & Promotions Committee, CityArt Committee, Aesthetics and Livability Committee, Business Development & Retention Committee

Interaction:	City Center Partnership, Visit Mankato and Greater Mankato Growth, staff and volunteers, business and community leaders, and the general public.
Financial Responsibilities:	N/A
Conditions of Service:	Intern position will be required to work remotely. Weekly meetings with CCP staff are required. Work may require attention/attendance outside of normal office hours.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Confidentiality:

Intern shall not divulge, communicate, use to the detriment of [GMG, Inc.], its divisions, subsidiaries and affiliates, or for the benefit of any other person, firm, partnership, business, or corporation, or otherwise misuse any of the confidential information, business information, data, or trade secrets which are proprietary or confidential to [GMG, Inc.], its divisions, subsidiaries and affiliates (as distinguished from material which is or may come into the public domain through no fault of Intern) including but not limited to, any customer lists or information, personnel information, manufacturing processes and methods, technical data, supplier lists, cost or pricing information, historical data, business practices, organizational behaviors, business prospects, customers or any other business information or records of [GMG, Inc.] its divisions, subsidiaries and affiliates. Intern acknowledges that all such information or data possessed or acquired by Intern was received in confidence and as a fiduciary of [GMG, Inc.] its divisions, subsidiaries and affiliates. All such [GMG, Inc.] confidential information shall be subject to, and shall be handled by Intern in accordance with, the terms of the Confidentiality and Nondisclosure Covenant dated as of _____ (the "Confidentiality Agreement"), the terms and conditions of which are incorporated herein by this reference.

To apply for the City Center Partnership Intern position, please send the below information via email to Crystal Olson, Visitor & City Center Experience Coordinator at admin@citycentermankato.com.

1. Cover letter that expresses your interest. Please specify your availability, what other activities you will be doing at the same time (i.e. going to school, working part-time or full-time, etc.), and why you are interested in working with the City Center Partnership.
2. Resume
3. 2-3 professional references
4. Contact information

Questions regarding the position can be directed to Crystal Olson at 507-385-6667 or admin@citycentermankato.com

About City Center Partnership

City Center Partnership, a downtown development organization, is a business unit of Greater Mankato Growth, Inc. (GMG) which includes the chamber of commerce and economic development organization, Greater Mankato Growth, the local convention and visitor's bureau, Visit Mankato and GreenSeam, which utilizes agriculture to build on the region's extensive agribusiness assets to develop ag economy. Our mission, as a private/public partnership, is to be a catalyst for implementation of the [City Center Renaissance Plan](#) and to support private and public investment in City Center projects, programs and initiatives that attract a greater number of customers, employees and residents to the City Center.