

Marketing Events Intern Job Description

JOB TITLE: Marketing Events Intern

PRIMARY LOCATION: Fulton Brewery/2540 2nd St NE, MPLS MN

REPORTS TO: Director of Marketing

FLSA POSITION TYPE: Part-Time, Unpaid

SHIFT: N/A

EXTERNAL POSTING DATES: 2/14/19

POSITION SUMMARY:

As Fulton's Marketing Events Intern you will be working closely with Fulton's Marketing Director and Activations Manager to plan, prepare and execute Fulton Brewing events throughout the Summer of 2019.

Opportunity for Learning

1. To build understanding and experiences of how organizations can successfully engage with audiences old and new alike through face-to-face interaction and activation.
2. To gain knowledge about the local craft beer industry.

Accountable Numbers

1. Create and send Event recap to Activations Manager by EOD each Monday following event

RESPONSIBILITIES:

- Build checklist templates for various types of events
- Gathering and organizing of supplies needed for events
- Cross-department communications
- On site event executions
- Event recap reports and tracking including budgets, attendance, etc
- Signage setup
- Beer serving
- Volunteer management and guidance
- Cleaning and prepping of mobile bar setups

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MATERIALS/MACHINES/EQUIPMENT USED:

- Portable Draft Equipment
- Cleaning agents and other hazardous chemicals
- Desktop computer including an understanding of Google Suite and Microsoft Office Suite

IMPORTANT SKILLS AND ABILITIES:

- Must be 21 years of age or older at the time of application.
- Must have a laptop to use during internship.
- Valid Minnesota Driver's License, local travel will be required, having your own vehicle is not required but strongly recommended.
- Self-motivated and able to work independently.
- Strong interpersonal skills and a love for meeting and interacting with people.
- Thorough attention to detail and desire to take initiative.
- The ability to work independently with minimal direct supervision in a collaborative and dynamic environment, while efficiently prioritizing tasks.
- The ability to work with others to accomplish common goals.
- The ability to work flexible hours.
- Must adhere to company's policies and procedures.
- The desire to work in a fast-paced, growing company.
- Courteous, professional and polished demeanor.

PHYSICAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to sit, stand, walk, or be on your feet for prolonged periods.
- Able to read and follow written English instructions.
- Able to regularly twist, turn, kneel, climb, stoop, bend, crawl, lift and carry supplies and equipment weighing up to 55 pounds using appropriate techniques and tools.
- Able to maneuver packages of any weight above 180 pounds with appropriate equipment and/or assistance.
- Able to comply with and enforce all health, safety, and personal hygiene policies and standards.