



DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

251 River Street, Troy, NY 12180 | DowntownTroy.Org | info@troybid.org | 518.279.7997

INTERNSHIP OPPORTUNITIES SPRING - OR - SUMMER 2018

Internship Summary:

The Downtown Troy BID is offering two internship opportunities for spring / summer 2018. These positions involve project-based work within a tight-knit team that includes the Executive Director, Communications Administrator, Board of Directors, and committee members.

Interns will gain hands-on experience, interacting with diverse array of BID members, including small business owners, property owners, citizens and public officials. Some work will involve direct outreach to member institutions via telephone, email and face-to-face interaction. There are many moving parts and projects in our office that also requires the ability to work independently. In addition to assigned projects, interns will also help on variety of general day-to-day duties that help the BID function.

Part-time Hours (flexible & negotiable):

Office Hours: Monday - Friday (9a.m. - 5p.m.)

Internship may include some weekends & evenings for special events.

Internship Commitment Durations:

Spring 2018 (March through May)

Summer 2018 (June through August)

Duration is flexible & negotiable.

Qualifications:

- Progress towards an undergraduate or graduate degree in Arts, Theatre, Business, Communications, Graphic Design, Photography, Videography or other concentration relevant to internship desired.
- Highly effective communication and organizational skills are required for success.
- Ability to effectively work on multiple projects simultaneously is required.
- Ability to think creatively and independently to produce innovative solutions to general operations
- Strong experience in Microsoft Office Suite (Word, PowerPoint, Excel).
- Strong analytical skills and a high degree of attention to detail must be demonstrated.

Compensation: Internships are unpaid, and the applicant must currently be enrolled as a student in an undergraduate or graduate degree program. Our office will ensure the intern receives college credit.

How to apply: Please submit a completed application along with your resume and cover letter via e-mail to info@troybid.org, with internship title and name in the subject line. (*See below for each internship title and individual description.*)

Position Title: Graphic Design Intern

Position Details: Applicants should have keen ability to design engaging graphic strategies and materials for print, web and social media. This will include banners, maps, logos, posters, t-shirts, promotional items and other marketing materials and deliverables as needed. Some of the products may be used as transferable resources, sponsorship proposals, marketing campaigns, events planning and brand development.

Working knowledge of and experience creating with Adobe InDesign, Photoshop, Illustrator and Acrobat Reader or other design applications is required. The Graphic Design intern will work closely with the Executive Director to create innovative marketing collateral that supports the Downtown Troy BID.

Projects and duties include: customizing digital and print advertisements; editing and updating existing media and website content; design custom brochures/handouts as needed; Identifying stock images that enhance our outreach capacity; developing and maintaining image library; and creating infographics.

If you have the talent and passion to be a voice for downtown Troy, then this is for you.

Position Title: Special Events and Programs Intern

Position Details: Assist in the coordination of events that are hosted by the Downtown Troy BID and within the district boundaries, including family friendly festivals, workshops and panel discussions, meet & greets, concerts, markets, and more. The event intern will help maintain and update all vendor information and outreach, assist in booking festival entertainment, curate career development programs and meet & greets, assist with day of event operations including checking in vendors, setup, run and tear down.

Throughout the duration of the internship, the event planning intern will work on the day of each event to insure successful execution.

Events include: Troy River Fest (June), The Troy Pig Out (July), Rockin' on the River (Wednesdays from June to August), Restaurant Week (September), ChowderFest (October), Annual Dinner (December), Troy Night Out (last Friday of every month), Meet & Greets (Every other Month), Career Development Programs (Every other month), For Rent Event (May & October), Troy Maker's Market (every Saturday), and Free Fitness in the Park (Sunday mornings June to August).

**Event dates are subject to change, and other events may be added.*

If you are interested in these areas for internship opportunities, please do not hesitate to contact us.

Downtown Troy Business Improvement District

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Web: www.downtowntroy.org