



3921 Steck Avenue, A-111 – Austin, Texas 78759 | O. 512 328 2421 F. 512 328 8689

AW Media. Inc, which publishes the award-winning ***Austin Woman*** magazine and ***ATX MAN-Austin Man Magazine***, is seeking a dynamic, Special Events Intern to assist its Brand Manager with internal marketing events that will be fun and innovative in an effort to grow our event presence in the Austin area. Candidate must have positive attitude, some event industry experience and be willing and able to learn quickly. Candidate must be professional, upbeat, confident and highly organized. This position requires exceptional time management skills and candidate must be a self-starter.

We work in a fast-paced, deadline business, so you must be able to keep a positive attitude and professional demeanor under pressure. We are specifically looking for someone who is proactive, forward-thinking and takes the reins of this job and the business as if it is his or her own.

The job requires 7-10 hours weekly and is an unpaid position.

Interns will be performing the following tasks:

- Assisting with overall development, coordination, implementation and evaluation of engaging special events
- Work with other interns & staff to coordinate special event logistics
- Coordinate with Brand Manager & Art Director to create event promotional materials
- Assist in creating a promotional plan for each event
- Determine staffing and volunteer needs for each event
- Attend events and oversee volunteers the day of event
- Do research on design ideas and report to the Brand Manager
- Consistently learn and grow, ask pertinent questions

Skills and attributes interns are expected to have:

- Positive attitude
- A strong interest in the special events industry
- Flexibility to work in the evenings and on some weekends
- Excellent written and verbal communication
- Be creative with an eye for design
- Energy, with a desire to come up with fresh ideas
- Experience with creating and managing event timelines
- Ability to deal with uncertainty
- Ability to contribute individually, and participate in cross-functional teams
- Reliable transportation

Please send resume PLUS a paragraph on why you want to be a Special Events Intern and what makes you the ideal candidate for this position to kailin@awmediainc.com.