

# BERBANK EVENTS

## RENTALS & DESIGN

## Marketing, Graphic Design, & Event Planning Internship

### Job Description

Here at Berbank Events, we are looking for driven & enthusiastic individuals that want to gain valuable experience in the event industry. Rentals is a large and important part of event planning. You will have the opportunity to learn more about the rental business, event design, online media, marketing and more.

### Responsibilities

*What you will do:*

- Work directly with managers on social media, marketing, and event planning strategies
- Write, edit, and distribute email blast
- Create and implement social media posts and advertisements
- Ensure that all company messaging is consistent and up-to-date across multiple channels
- Assist in planning and execution of events.
- Satisfy client requests
- Work with the Berbank team on office projects
- Provide occasional administrative support and office assistance as needed

*What You Will Learn*

- Current social media trends, content management, & market planning
- Web management and development
- Email marketing campaign development and implementation with MailChimp platform
- Working with a team to provide products and services
- Create valued advertisement to expand the business' clientele

### Requirements

- We accept applications year-round on a rolling basis. However, we typically hire interns on a semester or academic-year basis (fall, spring, and summer semesters).
- Interns are required to spend at least 10 hours a week in our office in Spartanburg. Some weekend work will be required.
- This internship is unpaid, but academic credit is available. Please talk to your academic advisor about credit applicability.
- A laptop with Microsoft Office is required for each intern.
- For this internship, a major in marketing, communications, graphic design, hospitality, or a related field is ideal.
- Knowledge of various social media platforms is required, and excellent communication and writing skills are preferred.

**Employment Type**  
Internship

**Job Function**  
Marketing &  
Advertising  
Communications  
Web/Social Media  
Graphic Design

**Min. Hrs  
Required**  
10hrs/week  
some weekends

**Salary**  
unpaid

*Please email your cover letter and resume to [lauren@berbank.com](mailto:lauren@berbank.com) with the subject line "Internship."*