

Digital Media Council Intern

Classification: Non-exempt – Intern
Supervisor: Digital Media Council Director

Purpose of Position in Skillpoint Alliance

Under the supervision of the Digital Media Council Director, the Digital Media Council Intern provides support in the planning, promotion and execution of Digital Media Council (DMC) programs.

Position Description

The DMC Intern collaborates with the DMC Director to ensure DMC program delivery. This includes all aspects of program planning and promotion including fundraising, event coordination and execution, and ongoing program outreach. In turn, Skillpoint staff will work to ensure the DMC Intern gains professional experience as a result of the position, allowing the Intern to take initiative on projects, learn about organizational effectiveness, gain exposure to the non-profit sector, and develop his/her writing, analyzing, and networking skills.

Responsibilities:

- ❖ Fundraising
 - ◆ Research and document available grants
 - ◆ Compile data and information needed to secure grant funds
 - ◆ Collaborate on sponsorship campaigns
 - ◆ Other fundraising duties as assigned
- ❖ Event Coordination
 - ◆ Assist in securing and booking venues and vendors
 - ◆ Monitor adherence to timelines and schedules
 - ◆ Maintain event databases and help produce post-event data as needed
 - ◆ Assist at events as needed
- ❖ Program Outreach
 - ◆ Collaborate on development of DMC promotional campaigns
 - ◆ Update and maintain contact database
 - ◆ Draft press releases and newsletter articles
 - ◆ Help design exhibition booths and presentations
 - ◆ Other outreach duties as assigned

Location/Hours/Schedule

- ◆ Skillpoint Alliance Offices 201 E 2nd Street, Suite B, Austin Texas 78701
- ◆ Part-time: Non-Exempt; 10-15 hours per week
- ◆ Hours flexible between 8:00am-5 pm M-F (set schedule TBD upon selection)
- ◆ Occasional off-site evening or weekend event work may be required

Physical demands

- ◆ Work is both sedentary and mobile—indoors.
- ◆ Occasional in-town travel.

Required Skills

- ◆ Excellent verbal, written and visual communication skills
- ◆ Strong interpersonal skills
- ◆ Ability to work independently and as part of a team
- ◆ Ability to manage multiple time-sensitive projects
- ◆ Detail-oriented
- ◆ Self-starter
- ◆ Proficient in Microsoft Office Suite
- ◆ Interest in pursuing a career in digital media
- ◆ Strong interest and proficiency in digital media and Web 2.0

Preferred/Additional Skills

- ◆ Proficiency with Microsoft Contact and social networking sites (Facebook, Twitter, etc.)
- ◆ Knowledge of game development, animation, and/or film industries in Central Texas

Required Education / Experience

- ◆ Some experience working in an office environment
- ◆ Currently pursuing a degree in digital media or related field (including communications, business, or social and behavioral sciences)
- ◆ Prefer high ranking college senior or graduate student

Compensation

- ◆ Non-paid
- ◆ Skillpoint staff will work to ensure internship is eligible for course credit