



HISTORIC CHARLESTON FOUNDATION

Marketing and Communications Interns

Historic Charleston Foundation (HCF) is seeking 2-3 spring 2017 marketing and communications interns eager to hone their skills and gain resume-building experience in destination marketing. Interns will also assist with the preparation and execution of the annual spring Festival of Houses and Gardens and Charleston Antiques Show which attract over 15,000 guests and 650 volunteers.

Job Description:

- Assist in writing and editing for multiple media and audiences, and pitch local and national media.
- Assist with 6-week Festival of Houses and Gardens with responsibilities ranging from substituting for docents in the houses to poster distribution and calendar postings.
- Assist with volunteer management including data entry, training, benefits and outreach.
- Assist as needed with development of a new corporate website.
- Assist with strategic social media planning and posting.
- Proofreading internal and external communications.
- Photographing Foundation events as necessary.
- Other duties as assigned.

Position Requirements:

- Desire to work hard and to learn.
- Outstanding written and verbal communication skills with attention to detail.
- Strong editing and proofreading skills.
- Proficient in MS Office, specifically Word and Excel, as well as web-based research.
- Flexibility, ability to deal under pressure, quick thinking, and a positive attitude are critical for this function.
- Other desired skills include: exceptional interpersonal skills, solid organizational and time management skills.
- Marketing, Hospitality and Tourism Management, and Communications majors preferred.
- Student must be enrolled in a class to receive academic credit for the internship at the time of the internship.

Time Requirements:

- 10-20 hours/week (flexible)
- Must be willing to support HCF programs outside of normal business hours (Monday-Friday, 8:30am-5pm)

Work Environment:

- Interns will be in the office most days, but must also be willing to visit and travel to other HCF locations, off-site venues and also be comfortable working outdoors.
- Must be willing to work with both the Marketing and Communications and Philanthropy Departments.
- May be required to lift boxes and supplies up to 25lbs.

Apply:

Submit your resume with cover letter via email to Liz Caldbeck, Manager of Volunteers & Communications, LCaldbeck@HistoricCharleston.org. EOE.

Established in 1947, Historic Charleston Foundation is dedicated to preserving and protecting the architectural, historical and cultural character of Charleston and its Lowcountry environs, and to educating the public about Charleston's history and the benefits that are derived from preservation.