

Marketing Intern (Part-time)

Job Title: Marketing Intern

Department: Marketing and Development

Reports to: Director of Marketing and Programs

SUMMARY

The marketing department supports both The Cable Center's mission-focused efforts, which involve preserving the industry's rich legacy while focusing on future innovation; plus a vibrant events business, allowing the marketing specialist to grow their skills in a multitude of areas. This individual will work closely with and support the marketing department as well as the office of the president.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive:

- Work on small graphic design projects
- Update website content and images
- Manage/organize photos
- Gather and analyze media mentions, website and social media analytics
- Social media monitoring and updating
- General department administrative tasks
- Overall support of marketing department and office of the president
- Assist the project and executive coordinator
- Other general marketing duties as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's Degree (or current student) in Marketing, Business Administration, Communications, or Graphic Design, or equivalent work experience.
- Ability to organize and manage multiple priorities while meeting deadlines.
- Ability to work independently.
- Ability to solve practical problems and deal with a variety of situations.
- Excellent organizational skills.
- Strong social media skills on platforms such as Facebook, Twitter, Instagram and LinkedIn.
- Strong computer skills needed including Word, Excel, and email marketing tools.
- Ability to use programs such as InDesign, Photoshop and Illustrator.

Hours and Compensation

- Paid position: \$12.00/hour for up to 23 hours per week (Currently funded through December 31, 2018)
- Flexible scheduling during standard working hours of 9 a.m. – 5:00 p.m.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must occasionally lift and/or move up to 20

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

ABOUT THE CABLE CENTER

The Cable Center is an educational nonprofit organization serving the media and telecommunications industry. We tell the story of the cable industry, highlighting for the global community the significant contributions made to technology, society, and culture. Based in Denver, Colorado, The Cable Center is the home of the Cable Hall of Fame, recognizing individuals for their outstanding contributions to the industry; the Barco Library, the world's largest collection of cable-related information and resources; as well as the Community of Innovators with a focus on intrapreneurship, connecting people and ideas to advance innovation. Visit us at www.cablecenter.org, www.twitter.com/TheCableCenter, and www.facebook.com/TheCableCenter for more information.

OTHER

Equipment Used: Normal office equipment

TO APPLY

Send an email expressing interest to [hiring@cablecenter.org](mailto: hiring@ cablecenter.org)