

## Marketing & Events Intern

—

**POSITION TYPE:** Marketing & Events Intern/Part Time

**LOCATION:** Boston, MA

**DEPARTMENT:** Marketing

### DESCRIPTION:

Modern Luxury is looking for Marketing & Event interns to join our high-performing Boston Common team, and work closely with team members to gain invaluable experience in the marketing and event department. Primary learning experiences for interns will include (but are not limited to) the following:

- Researching information for print and online content, as well as information that will assist in the advertising aspect of the magazine
- Writing assignments including calendar listing, social media, event recaps
- Learn the Content Management System (CMS) to produce event galleries on our website
- Conducting event and industry research by online searches including charity foundations
- Support client events which range from intimate luncheons and dinners to large receptions where opportunities include event setup, guest reception/check in, photography assistance and breakdown
- Provide administrative support ranging from file maintenance, phones, client database updates and client mailings

### REQUIREMENTS:

*Boston Common* magazine welcomes you to interview for the 2017 internship program. Our interns will have daily interaction with our teams including our marketing and sales team, and will be privy to the many facets of the publishing industry. This internship provides its participants with a daily perspective behind a high-end glossy magazine.

We are looking for candidates who are proactive, positive, have a sense of urgency, and can work quickly and efficiently. Interns should be organized, detail-oriented, Internet-savvy, and able to juggle multiple tasks and meet deadlines.

**SKILLS & PREREQUISITES:** Ideal candidates are proficient in Microsoft Word, Excel, & PowerPoint and possess strong research, presentation, and multitasking skills. Writing and social media experience is a must.

Interns must be currently enrolled in college and possess an interest in and enthusiasm for luxury lifestyle media. This is an unpaid internship; however, interns are eligible to receive school credit and should be available 2-3 days a week.

For immediate consideration, please submit a resume and cover letter (including reasons for applying), and three writing samples/published clips and social media handles to Alyssa - [asievers@modernluxury.com](mailto:asievers@modernluxury.com).

Please indicate "BC MARKETING INTERN" in the subject field.  
No phone calls, please. Candidates under consideration will be contacted.