Downtown Atlanta Restaurant Week Summer Marketing Intern

Job Description
Central Atlanta Progress (CAP) seeks an intern to provide support during its signature annual dining event, Downtown Atlanta Restaurant Week (DARW) July 27 – August 4, 2013. This position will be for the duration of the planning and execution stages before, during and after DARW, and will encompass a range of marketing and administrative duties. The ideal candidate is able to work successfully in a team setting as well as independently, and has working knowledge or experience within the hospitality or food service industry.

Duration & Pay
June 17, 2013 to August 12, 2013
$10 / Hour
10 hours/week minimum, 15 hours/week maximum

Direct Reporting
Marketing & Creative Director

Essential Duties / Responsibilities
- Maintain regular communication with appropriate point of contact for each participating restaurant
- Assist CAP Marketing department with packaging and delivery of printed collateral material
- Assist with public relations and social media initiatives associated with DARW
- Support CAP Marketing staff with event production during and after DARW
- Maintain contact with participating restaurants leading up to and during DARW

Qualifications
- Current college or university junior, senior or recent graduate
- Hospitality, Marketing or Public Relations majors preferred
- GPA of 3.0 or higher
- Excellent written and verbal communications skills
- Proficiency in Microsoft Office Suite
- Knowledge of Adobe Photoshop and Fireworks preferred, but not required
- An interest in the foodservice industry and marketing communications

How to Apply
E-mail cover letter, resume and two (2) writing samples to phenman@atlantadowntown.com or fax to 404-658-1919 to the attention of Pamela Henman.

About Central Atlanta Progress / Atlanta Downtown Improvement District
Central Atlanta Progress, Inc., founded in 1941, is a private nonprofit community development organization providing leadership, programs and services to preserve and strengthen the economic vitality of Downtown Atlanta. With a board of directors of Downtown’s top business leaders, CAP is funded through the investment of businesses and institutions.

The Atlanta Downtown Improvement District, founded in 1995 by Central Atlanta Progress, is a public-private partnership that strives to create a livable environment for Downtown Atlanta. With a board of directors of nine private- and public-sector leaders, ADID is funded through a community improvement district. The District currently comprises 220 blocks within an area generally bounded by North Avenue on the north, Memorial Drive on the south, Piedmont Avenue and the Downtown Connector on the east, and the Norfolk-Southern rail line on the west. Additional information can be found at www.atlantadowntown.com