



**EVENTS AND MARKETING DEPARTMENT
UNPAID FALL 2010 INTERNSHIP**

DUTIES AND RESPONSIBILITIES

Assist with the planning and execution of all details associated with events produced by Journal Publications Inc. including: managing flow of design needs; working with attendees, finalists, winners; working with vendors: hotels, video, florist, A/V, exposition, decorations, award, etc. Position also requires assisting with set-up and tear-down of events. Must be able to lift 30 pounds with the help of dollies/hand carts.

Assist with the execution of marketing plans for assigned events. Work with media, send press releases, write radio and television commercials. Write and facilitate production of marketing materials including house ads, sales sheets, forms, contracts, web-based marketing materials including web ads and email blasts.

Participate in the planning and development of new projects wherever possible.

Provide customer service support whenever required.

Keep sponsors up to date on the assigned event and collecting needed information from them.

The internship is normally for one semester, but if the intern is willing and a good fit, would consider for the spring 2011 semester also.

All interested students should contact the following for further information and/or to schedule an interview:

Beth Feltenberger, Director, Events and Marketing
Journal Publications Inc.
1500 Paxton Street
Harrisburg, PA 17104
Tel: 717-236-4300
Fax: 717-236-6803
Email: bethf@journalpub.com

Journal Publications Inc. is the parent company of the Central Penn Business Journal, Central Penn Parent, NJBIZ, Best Companies Group, and Black Rhino Media. In addition, the company produces custom events and publications for clients in the Central Pennsylvania region.