



**Position:** Multimedia/Social Media Intern

**Department:** Marketing

**Reports To:** Director of Marketing

**Salary:** Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for a multimedia/social media Intern. The Multimedia/Social Media Intern works directly with the front office. The Multimedia/Social Media Intern will be focused on all aspects of social media, script, film, promotional videos which will include both gameday and non-gameday events. Some positions can lead to full-time positions during the internship to other positions within the company at the completion of the internship.

**Job responsibilities:**

- Assist Multimedia Coordinator with creating an online presence through Social Media and our company website
- Script, film, and edit promotional videos under the direct supervision of the Multimedia Coordinator
- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- Prepare presentations and proposals
- Enter contact information from various forms into contact management systems or email blast list
- Create original & attention getting artwork for upcoming events
- Perform as staff photographer at Team events, ceremonies and other activities for use in all media formats during games and events
- Delivery of various sales materials including flyers, posters and schedules
- Respond to and participate in all tarp calls during office hours
- Pregame hospitality setup including cleaning and furniture placement
- Have a working knowledge of both the Ticket Office as well as the Point of Sale system in the store

**Requirements:**

- Minimum of 2 years of college with a concentration in Fine Arts, Graphic Design or Communications
- Must communicate in a professional manner
- Excellent written communication skills
- Must be organized with good time management skills
- Computer proficiency in Windows, Adobe and Microsoft applications including but not limited to Indesign, Flash, Premiere, After Effects, Photoshop, Firefox, Web Analytics, email mass mailers and Outlook.
- Able to work independently with little or no guidance
- Must possess basic math and reading abilities
- Must speak fluent English
- Must be able to lift 20 pounds
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business.

**Qualifications**

- Must be currently attending a college or university
- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Are high motivated with strong work ethic

- Have a strong desire to work in a team environment

### **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.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to 8+ hours
- Ability to work long hours, weekends and holidays
- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to [jobs@windsurge.com](mailto:jobs@windsurge.com).