

**JOB TITLE:** Marketing and Event Management Intern  
**COMPANY:** The Frosty Badger  
**REPORTS TO:** Lee Newman, Owner  
**LOCATION:** Ontario, Oregon  
**PAY:** \$17 to \$20, Depending on experience



THE FROSTY BADGER

### **About Us:**

The Frosty Badger is a vibrant community event center that offers a unique blend of services, including hosting weddings, community concerts, business meetings, and housing a professional recording studio. We pride ourselves on creating unforgettable experiences and fostering creativity in a welcoming environment.

### **Internship Description:**

As a Marketing and Event Management Intern at The Frosty Badger, you will have the opportunity to gain hands-on experience in various aspects of event planning, marketing, and business management. This internship is ideal for individuals passionate about the event industry, music, and marketing.

### **Responsibilities:**

- Manage promotional activities to increase awareness and attendance at events.
- Update and maintain the company's website with relevant content and upcoming event details.
- Develop and execute strategies to enhance the online musical presence of The Frosty Badger.
- Assist in planning and coordinating events, including weddings, concerts, and business meetings.
- Collaborate with the marketing team to create engaging content for social media platforms.
- Support the operations of the professional recording studio.

### **What You Will Learn:**

- Event planning and coordination skills, including logistics, vendor management, and client relations.
- In-depth knowledge of the music industry, including marketing strategies for musicians and recording studio operations.
- Requirements for managing a small business, such as budgeting, scheduling, and customer service.

### **Additional Skills Acquired:**

- **Digital Marketing:** You will learn how to leverage digital platforms for marketing and promotion, including social media marketing, email campaigns, and online advertising.
- **Content Creation:** Gain experience in creating compelling content, such as blog posts, press releases, and promotional materials.
- **Project Management:** Develop skills in project planning, execution, and evaluation, essential for successful event management.
- **Customer Relationship Management:** Learn how to build and maintain strong relationships with clients, artists, and industry professionals.
- **Data Analysis:** Gain insights into analyzing event metrics, website analytics, and marketing performance to inform strategic decisions.

### **Qualifications:**

- Pursuing a degree in Business, Marketing, Event Management, Music Business, or related field.
- Strong communication, organizational, and time management skills.
- Proficiency in digital tools and platforms, including social media, website management, and basic graphic design.
- Passion for music, events, and creating memorable experiences.

**Duration:** Flexible – 3 to 6 months preferred. Up to 4 hours per day 5 days a week. If full-time work is preferred, a shorter duration could be arranged.

### **Benefits:**

- Hands-on experience in a dynamic and creative environment.
- Mentorship and guidance from experienced professionals in the event and music industry.
- Opportunity to build a professional network and gain valuable insights for future career growth.
- Access to concerts and events and music studio gear on occasion.

If this sounds like the perfect opportunity for you, we would love to hear from you! Please submit your resume and a cover letter highlighting your relevant experience and why you are passionate about joining The Frosty Badger team.