



## **Assistant Media Director Internship**

### **Job Description:**

Grandma's Marathon is looking for a hard-working, dedicated individual who is interested in playing a key role in organizing the 42<sup>nd</sup> anniversary of Grandma's Marathon by becoming our **Assistant Media Director Intern**.

The Assistant Media Director will be responsible for helping to compile all contents of the 2018 media guide, writing promotional articles, blog posts, assisting with social media content, and assisting with activities in the race-day media center. Position requires excellent written and interpersonal communications skills. Student must take college credits for the internship. Personal transportation is a requirement.

**Pay Rate:** \$10 hour/approximately 250-300 hours (more as needed).

**Time Commitment:** March 12 – June 22, 2018 (may vary)

Grandma's Marathon is Saturday, June 16, 2018

### **Duties:**

1. Research, compile and distribute media guides
2. Research and write promotional articles and media releases
3. Assist with the organization of the Rudy Perpich Public Service Award Breakfast
4. Assist with the organization of the pre-race media luncheon and news conference
5. Coordinate the media center volunteer recruitment
6. Assist with all activities in the media center on race day
7. Assist with meeting media requests before, during and after the race
8. Assist with administering Grandma's Marathon & Young Athletes Foundation social accounts
9. Assist with organizing the Saint Fennessy 4K on March 17, 2018 and Fitger's 5K on April 21, 2018
10. General office duties and assisting Grandma's Marathon staff as needed.

**Please send a letter of interest and resume by January 19, 2018 to:**

Mandi Peterson

mandi@grandmasmarathon.com

Grandma's Marathon

P.O. Box 16234

Duluth, MN 55816