



Summer 2019 Communications & Events Internship

Job Requirements

Victory Sun, Inc. offers a summer paid internship for students.

The candidate should have strong organizational skills, be able to work with limited direction, be strategic and have strong oral and written skills. Experience with Microsoft Excel and Microsoft Word required. Experience with AP guidelines is a bonus, but not required (Victory Sun has a stylebook handy for your use). Applicants with majors and/or minors in journalism, communications, public relations, new media, events, tourism, marketing and advertising are preferred. Prospective interns should have a reliable method of transportation.

The internship runs from May 15, 2019 through August 24, 2019. The internship will average 20 hours per week. Please be aware, some weeks will surpass 20 hours. Selected intern(s) will be in office on Wednesdays, Thursdays and Fridays, May through August with the final in office day dictated by the student's schedule. Applicants must be available on the following dates to be considered:

- Friday, May 24, 2019 - Late Night on Main, Carmel Arts & Design District
- Saturday, July 20, 2019 - Art of Wine, Carmel Arts & Design District
- Saturday, August 24, 2019 - Artomobilia, Carmel Arts & Design District

The above dates are vital, large-scale community events on which the applicant will work directly and must serve on site.

A regular weekly schedule can be determined upon internship offer and acceptance.

An \$8 per hour student stipend will be paid every two weeks for the duration of the internship. **Applicants please apply by Feb. 26, 2019.**

Job Description

Under the supervision of the VP Customer Experience and President & CEO, the intern will:

- Attend client meetings when available
- Compile action item notes
- Serve as an onsite manager for a variety of community events in the Carmel Arts & Design District
- Assist on new client events yet to be scheduled
- Communicate via phone and email with event vendors and volunteers
- Edit and/or write news releases and media fact sheets
- Research strategic social media thought-leaders related to client activity



- Maintain records affiliated with events
- Lift heavy things
- Execute NO PARKING plans as instructed by client
- Get to drive a golf cart and/or gator at some point
- Learn to love trash bags that do not split apart when full
- Learn and utilize two-way radio communication etiquette
- Spearhead day of event timeline development
- Write web copy
- Spearhead volunteer recruitment for a wine event
- Assist Victory Sun with internal administrative functions
- Assist with meeting ad, collateral and art deadlines
- Interact with event sponsors and partners
- Adhere to administrative requirements of a billable agency

Send resumes and cover letter by Feb. 26, 2019 to:

ATTN: Megan Zehring
VP Customer Experience
PO BOX 199114
Indianapolis, IN 46219
mzehring@wearevictorysun.com

Notes:

- Victory Sun's office is located in historic Irvington (Indianapolis' near east side) at 211 South Ritter Suite D, Indianapolis, IN 46219 (2nd floor).
- A local coffee shop, [Jockamo's Pizza](#), [Black Acre Brewing](#), [Tyner Pond Market](#), Starbucks, [The Legend](#) and [The Mug](#) and more are within walking distance.
- The office is located along the Pennsy Trail.
- In addition to working on site at the Victory Sun office, interns will be expected to work at client offices when needed.
- Victory Sun, Inc. is a certified Women Business Enterprise (WBE) with the Indiana Department of Administration, Division of Supplier Diversity.