

## Communications Internship

Offered by Iowa State University (ISU) Conference Planning and Management (CPM), this is a great opportunity to work with two organizations -- Ames Convention and Visitors Bureau (CVB) and Iowa State CPM, whose purposes are to advance and promote the growth and development of the hospitality industry.

### Fall 2021 / Spring 2022:

Through May 13, 2022

20 hours per week

Opportunity to extend into next semester

### Description of duties:

- Design print materials including ads, promotional posters, flyers and brochures, using Adobe Creative Suite (InDesign, Photoshop and Illustrator)
- Research and write press releases about conferences and events planned through the Ames CVB and ISU Extension and Outreach CPM
- Gather calendar and news information about Ames for editorial and visitor-related requests
- Coordinate social media efforts on behalf of the Ames CVB and for other designated events
- Update event websites, including general content, news, photo galleries, etc.
- Assemble electronic newsletters, including writing articles and gathering photos
- Take photos of attractions, events, and member businesses for use in marketing materials
- Help with event planning and execution for a variety of events
- Other administrative duties as needed

### Goals and expectations upon completion of the internship:

- Have a working knowledge of CPM with an ability to verbalize events and information to Iowa State University, the Ames community and external audiences
- Be comfortable talking about CPM events and programs
- Have extensive knowledge of InDesign, Photoshop and Illustrator, particularly designing for print
- Have the ability to edit information on the website accurately and efficiently
- Have the ability to research and write press releases relevant to designated events
- Have a working knowledge of the event planning and executions process

### Watch for this job listing on CyHire

Please include resume, cover letter, and contact information for three references.

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**Questions?** Contact Kaleena Middendorf, services coordinator, [cpm@iastate.edu](mailto:cpm@iastate.edu) | 515-294-1775

The internship will be located off campus at our office located in the Aspen Business Park and is accessible by CyRide.

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[www.ThinkAmes.com](http://www.ThinkAmes.com) / [www.cpm.iastate.edu](http://www.cpm.iastate.edu) / 515.294-1775