

## **Non-Paid Marketing Internship Position**

### **Summary:**

The Marketing Intern Program of San Antonio Magazine is designed to give an overview of the operations of a monthly magazine (circulation: ca. 40,000), with an emphasis on marketing and circulation work as well as the business side of running a city magazine. It is a flexible program that can be adapted to a variety of time formats (from a few hours per week to full-time, with flexible hours during the day) depending on the needs of the intern.

### **Job Description:**

The marketing intern program provides work in all areas related to marketing a monthly, paid circulation magazine. One channel of activities provides project management (or case study) exposure. The basic skills learned in this program are applicable to business in general and marketing in particular.

### **Responsibilities include:**

- Assist with development and distribution of San Antonio Magazine publications and outreach materials.
- Make sales phone calls.
- Accept assignments designed to introduce the fundamentals of marketing.
- Possibly assist with various editorials.
- Occasionally stuff envelopes and traffic mailings.
- Assist with general office work.

### **Requirements and Skills Needed:**

- Prefer college juniors or seniors majoring in business, marketing, communications or other related field.
- Auto Insurance (for driving purposes)
- Willingness to help with a variety of programs and tasks.
- Well organized and self-motivated.
- Comfortable in a fast-paced sales environment.

### **Benefits:**

- College Course Credit.
- Training in office management skills, project management, program administration, publications development and writing, media, sales, and editorials.
- Broad experience of some of the monthly and seasonal cycles of a major city magazine.

### **Timeframe for Internship:**

There are 2-3 available positions that will be filled as soon as possible. The program will last approximately 10 weeks (a semester) with flexible hours based on the intern's schedule needs.

### **To Apply:**

Please send your resume to Business Marketing Manager, Brian Phillips via email at [bphillips@sanantoniomag.com](mailto:bphillips@sanantoniomag.com). If you have any additional questions, may also contact him by phone at 210-268-1100.