



Company: Uncork Marketing & Events, LLC

Website: www.LetsUncork.com

Social: @UncorkEvents

Position: Marketing Intern

Location: Remote / Houston---based events (attendance optional; weekly phone conversation with supervisor required)

Time commitment: One semester, 15 hours per week, flexible with your schedule

Pay: Unpaid

Uncork Events hosts refreshingly unique relationship---building experiences for oil & gas leaders.

Founded by Christie Sullivan, a business development leader within the industry, Uncork is a small business with a strong purpose: connecting people. In addition to the luxurious monthly gatherings, Uncork partners with upscale travel and wellness brands by featuring them on the Uncork blog and in the monthly newsletter.

Although the business is all about bringing people together in person, Ms. Sullivan recognizes the need for social media and email engagement in between events.

The marketing intern will be responsible for the following:

- **SOCIAL MEDIA:** Increase social media engagement and qualified followers on Instagram, Twitter, Facebook, LinkedIn, and Pinterest. At least two updates should be published on Twitter, Facebook, and LinkedIn per day. Five ideas for Instagram posts should be submitted per week. *These do not need to be real---time updates. Links to relevant leadership and wellness articles can be submitted weekly.
- **ANALYTICS:** Analyze and track website, email, and social media engagement
- **IDEA GENERATION:** Develop email campaigns and unique event experiences
- **DATA ENTRY:** Create a database with customer contact information
- **GRAPHIC DESIGN:** Design event ads and graphics within email campaigns.
*Preferred, not required

Requirements:

- Ability to self manage your time and meet deadlines
- Excellent writing skills
- Enjoys business strategy and developing new ideas

- Strong understanding of how to grow and engage a social media following
- Ability to design advertisements using InDesign or Photoshop (preferred, not required)

Past events can be found here: <http://www.letsuncork.com/past/>

This internship is an exciting opportunity to learn more about marketing, sales, and business development with a small business, while having a unique connection to leaders within the oil & gas industry.

To apply, email:

1. Why you think you'd be a great fit (include your own social media statistics if you have them)
2. One branding improvement you would suggest
3. Your resume

to Christie Sullivan at Christie@LetsUncork.com