**Madeline Manor -   Kyle, TX**

**Social Media and Event Planning Internship**

Madeline Manor is a new event venue located in Kyle, TX. We are seeking an intern to work approximately 10 hours per week.  Hours are flexible, but some weekend work should be expected. This is an unpaid position.

Duties include:

* Manage website
* Expand reach of social media
* Develop flyers, brochures and other marketing materials
* Respond to email inquires
* Give tours of venue
* Assist with set up of venue for events
* Assist with day of coordination

Experience in Word Press and graphic design is desired, ability to meet and interact with clients is a must!

Interested candidates should submit resume to regina@madelinemanor.com

Visit our website at <http://madelinemanor.com/>