



Advertising/Communications Internship

*Thistlewood Manor is a brand new wedding/event venue on the south side of Kyle
-- just minutes from Texas State University.*

1520 Roland Lane, Kyle, TX 78640

This could be a great position for someone looking for an opportunity to try out marketing ideas, ad designs, etc. Thistlewood is new and building its business and team, so there is potential for the future, but also lots of variety in the work available – including ad campaigns, working with clients and potential clients, and working weddings and events – all aspects. All of the skills below are not required, but as much as possible is desired. The hours are flexible. Some paid opportunities exist beyond the regular work duties.

Job Qualifications Desired:

- People skills – phone calls, in person, and email clients and potential clients
- MS Office Word & Excel
- Website – WordPress/HTML knowledge
- Able to follow instructions, yet be creative and work independently
- Not afraid to present ideas, but not sensitive if not chosen
- Marketing skills:
 - Ad campaign ideas – materials and more -- artistic, writing skills, etc.
 - Understand SEO – big bonus
 - Social media – from a professional view
- Interest in the wedding/event/hospitality industry would be great

Job Duties could entail any or all of the following:

- Working with our Sales/Marketing Manager to bring in new clients
- Help create printed materials and ads – branding...
- Social media business postings and blogging
- Client marketing such as email campaigns, follow-up phone calls, emails, etc.
- Help with open houses – planning, advertising campaign, etc.
- Opportunity for continued work after the school semester, if desired
- *If desired, work events (for pay) as server, kitchen, etc.*

Application Instructions:

Please submit resume to Tricia Kurtz at tricia@thistlewoodmanor.com