

JOB DESCRIPTION - Summer Student

The Red Deer Downtown Business Association is seeking a post-secondary student with a wide variety of skills to assist with our summer event season. This position will provide the successful applicant the opportunity to develop skills in the following areas:

Event Planning

- Assist with the development and coordination of DBA and/or downtown events as required
- Book entertainment for weekly events in the Downtown
- During events, all DBA staff are required to participate with an 'all hands on deck' approach

Farmer's Market

- Bagging meters
- Barricade supervision
- Vendor assistance
- Market tear-down

Marketing and External Communications

- Distribution of monthly newsletter to DBA members. Includes content collection, compilation, and distribution
- Creation and distribution of promotional material on an as-needed basis

Website Maintenance

- Updating content of the DBA website through a CMS interface
- Updating our web-based business database

Social Media Management

- Social media (including Facebook, Twitter and Instagram) management as required to connect with DBA members, local partners, supporters, performing artists, etc. and to promote DBA programs and events

Media Relations

- Distributing media releases that are relevant and timely
- Managing media and setting up interviews leading up to an event and on-site media relations

Administrative Duties

- Answering the phone in a professional manner
- Greeting guests when they arrive at the office
- Filing and other office-related tasks
- Electronic file management

Other duties as assigned.

Start Date: Monday, May 28, 2018

Contract length: 14 weeks, full-time (35 hours per week)

Application Process: Interested candidates are asked to provide a cover letter, resumé and 3 references.

- **In person:** Downtown Business Association 1, 5000 51 Ave Red Deer AB T4N 4H5
- **By email:** sandy.dempsey@downtownreddeer.com

Candidates selected for an interview will be contacted.