



Special Events & Marketing Internship Position

Seeking two hard-working, energetic college students who are majoring in marketing, communications, public relations, journalism, tourism/hospitality, or related field for a paid internship.

Position Title: Events & Marketing Intern

Time Commitment: mid-April 2021– mid-August 2021; minimum 10 hours per week

Qualifications:

- college/university student with 2.5 GPA or higher,
- strong verbal, communication, and organization skills,
- computer savvy; including proficiency in Outlook, Microsoft Word, Excel, and Publisher,
- friendly, professional, team-player demeanor,
- familiarity with event planning, social media management, and/or tourism a plus,
- familiarity graphic design and programs a plus.

Job Description:

Saltwater Restaurants is seeking a creative, detail-oriented, self-starter with excellent interpersonal and communication skills who is looking to maximize their educational background and professional goals with hands-on experience in the event and marketing industry.

The intern will work directly with the Marketing Director and Events Coordinator in facilitating, maintaining, summer events and activities, including but not limited to generating media content and social marketing efforts. Intern will work on real events that require engaging with the general public, as well as industry professionals. He/she must be detail oriented with strong verbal and communication skills with the ability to communicate in a friendly and professional manner while conveying information effectively. They must be a creative “out-of-the-box” thinker with the ability to execute plans while also maintaining the flexibility to adjust plans appropriately due to unforeseen circumstances. The intern will assist in maintaining event supplies, games and equipment. He/she must be a team player as they will be the liaison between our host location, vendors, and public.

Responsibilities:

- Assist with event promotional elements including set-up, implementation, management and take down.
- Assist with ensuring day-of deadlines are met.
- Assist with sourcing ideas and content for daily and weekly communications of event(s).
- Support with various task-oriented duties including management of social media and business event specific pages.

- Provide post event report that documents the details of each event including but not limited to weather, issues, complaints, successes, opportunities, and suggestions for improvement.
- Collectively working with event venue management team and employees.
- Executing logistical coordination and timely communicating any issues.
- Proactively problem solving to prevent potential problems.
- Communicating event information, details, and updates with team, vendors or performers on a daily and/or weekly basis.
- Adherence to company policies and procedures.

About Us:

Saltwater Restaurants, Inc. is the managing company for 11 well known and distinctive restaurant and hospitality entities along Florida's Emerald Coast. Our restaurant's waterfront views, and fresh Gulf seafood are easily our claim to fame, making them a fan favorite for both visitors and locals. We are committed to bringing fresh local seafood directly from the Gulf to the guest. Our dedication doesn't stop at the table either. The restaurants are fully committed to acknowledging their ultimate asset, the beaches of the Emerald Coast. The company aids in beach preservation initiatives such as hosting bi-annual beach clean-ups and implementing a company-wide "Skip the Straw" campaign. Beyond this, we pride ourselves in being a kid and family friendly place for both locals and visitors to enjoy. Annual spring and summer events such as pirate shows, movies on the beach, luaus, waterfront fireworks, and other seasonal and specialty events offer families free entertainment for memories that last a lifetime.

Application Instructions:

Submit the following application materials to Erin Thatcher, Events & Marketing Coordinator, erin@saltwaterrestaurants.com

- Cover letter
- Current Resume
- Professional reference from professor or past/present supervisor (minimum of one)
- Print out of current GPA

Additional Information:

- This is a paid internship.
- Pay rate begins at \$10/hr. but may vary on applicant's experience and qualifications.
- This is a summer internship from June – August.
- Location of work will be in the Fort Walton Beach/Destin area.
- Interns are required to work +/- 10 hours a week with a minimum of 2 days a week.
- The majority of events are in the evening hours between 4pm and 10pm. Intern must be available to work evenings, including the flexibility to work daytime hours, weekends, and holidays, as needed.
- We are able to work with your professor and/or counselor to attain school credit for time with us.
- Intern will need to have a current driver's license, and personal transportation with current insurance.
- We do not provide housing or any living allowances.