



Downtown Brooklyn Partnership  
MARKETING + EVENTS  
INTERNSHIP SUMMER 2023

Organization Background

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court- Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing companies; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural assets; and encouraging a unified sense of place and an engaged civic community.

Purpose

DBP is seeking Marketing and Events Interns to provide support with events in the Summer of 2023 with possibility of additional freelance work beyond the internship period. Interns would provide assistance to DBP’s Marketing Department in the planning, set-up, and execution of events and programs. The position is a paid, hourly position, and will primarily be supporting events. Ideal candidates should be energetic, have great communication skills, and be adept at interacting with the public.

Responsibilities

- Provide on-site support in the coordination of community events under the direction of the Director of Programming;
- Event equipment set-up, including tents, information tables, signage, and activities;
- Anticipate day-of event operational needs and respond to the requests and inquiries of event participants, staff members, and vendors;
- As the public face of DBP, convey the organization’s function and purpose and communicate clearly with a variety of constituents;
- Assist with social media and photography;
- Perform other duties as assigned.

Qualifications

Qualified candidates will have the following skills and qualifications:

- Excellent verbal and written communications and customer service skills;
- Some college coursework;
- Ability to work outdoors in all weather conditions and work a flexible schedule to meet program needs, including regular evenings and weekends;
- Ability at times to lift and move items that may weigh up to 50 pounds.

Interested candidates should send an email cover letter and resume to [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com), with the subject line “Marketing + Events Intern.”