



# Larimer Associates

*Marketing & Events Intern (Larimer Square and Denver Union Station)*

*May – August/September 2017*

## About Us:

Larimer Associates is a property management company that specializes in restaurant and retail development. We are passionate about our investments, and this commitment to our projects translates into creating value to our partners, investors, employees, customers, and ultimately to the communities that we serve. This internship would primarily involve two of our biggest properties – Larimer Square and Denver Union Station.

Our headquarters is located in the heart of downtown Denver, Larimer Square. Denver's first historic district is a destination for fashionable shops, chef-driven restaurants and alluring nightlife. What began as Denver's very first city block is now one of the city's most prestigious. The recently renovated Denver Union Station has transformed the neighborhood into a nationally-renowned transit hub, featuring some of the city's top restaurant and retail destinations.

## About the Internship:

- Marketing and promotion of Larimer Square and Union Station events, restaurants and retail merchants
- Event preparation and execution
- Social media oversight
- Administrative support
- Website administration
- Assist with writing and uploading email newsletters
- Market research

Duties may also include property, administrative & marketing support of Larimer Associates' projects such as Hangar 2 and other off-premise restaurant accounts. Events include preparation and being onsite from setup to strike. Summer intern will be very hands on with events and needs to be available for the dates listed in the section below. **This is a paid internship.** All interns have the opportunity to receive academic credit per their institution's guidelines. Larimer Square will pay for downtown parking and pre-approved reimbursable expenses.

## Requirements:

A major in Marketing, Journalism, Business or Communication is preferred but not required. We are seeking a FULL-TIME STUDENT intern with strong writing & design ability and computer/web skills, a detail-oriented personality, flair for creativity, lots of positive energy, a strong initiative, a high level of commitment and willingness to work hard and have **FUN** at the same time! Knowledge of social media platforms is required.

### Spring/Summer Events:

- **June 2-4:** Denver Chalk Art Festival (Larimer Square)
- **July 3 & 4:** Stars and Stripes Express Fest (Union Station)
- **July 14-16:** Slow Food Nation (Larimer Square & Union Station)
- **July 22:** Dining Al Fresco (Larimer Square)
- **July 27-30:** Crested Butte Wine and Food Festival
- **August 19:** Dining Al Fresco (Larimer Square)

### Job Qualifications:

- Entering Junior or Senior year in college
- Can commit to work 15-20 hours per week, including occasional nights and weekends for events
- Strong interest in events, previous event experience preferred
- Effective organizational skills with the ability to multi-task
- Able to easily communicate with a diverse range of people
- Solid writing skills
- Proficient in Microsoft Office and Excel, PowerPoint, WordPress, MailChimp
- Able to lift/move event equipment and supplies as needed (tables, boxes, etc.)

### How to apply:

Please submit resume, two writing samples and letter of interest by end of day April 7 to:

**Mae Birtch and Sam Gentry**

Marketing & Events

Larimer Associates

[mae@larimerassociates.com](mailto:mae@larimerassociates.com), [sam@larimerassociates.com](mailto:sam@larimerassociates.com)

**Please put your cover letter in the body of the email.**

