

MARYLAND STATE GOVERNMENT INTERNSHIP DESCRIPTION

**Department of Business & Economic Development
Exhibition Coordinator, Economic Development
Spring Internship**

The following opportunity is a paid student internship. This internship is an excellent opportunity for students who desire hands-on marketing experience with professional-level public service work, and for State Government agencies looking for exciting, new talent. To apply for this internship, please call or email the designated contact person identified in this description.

Agency Coordinator Name or Recruiter and Phone Number	Sandra Jones 410-767-3493, sjones@ChooseMaryland.org (email preferred)
Department/Division	Department of Business and Economic Development Division of Marketing & Communications/Graphics Design
Work Location: Street Address Phone Number	Maryland Department of Business & Economic Development World Trade Center 401 East Pratt Street, 9 th floor Baltimore, MD 21202
Estimated Start Date and End Date Days, # Hours per Week Pay (if Paid)	Late January/early February, 2011 12 - 16 hours per week based on internship requirements Paid position
Projects and Duties Description (How will the intern help your agency?)	Summary: Assist Marketing director, creative services designer and assistant secretary with developing a new exhibit featuring Maryland manufactured and/or pioneered products by recognized Maryland companies that will be installed at BWI Airport in Summer 2011. Coordinator will conduct research, develop presentations and marketing materials, solicit participation and assist the project team with general activities needed to support design and fabrication. Primary responsibilities: <ul style="list-style-type: none">• Research companies and develop target product prospect list by major and fast growing companies (i.e., Under Armour, McCormick, Honest Tea, Chesapeake Candles, PRS Guitars, Flu Mist, Goretex, Cambridge, Bayliner Boats, Domino Sugars, Cover Girl, Firaxis/Big Huge Games, 180s)• Research & develop company contact list. Draft project summary & letter of introduction.• Develop project pro-forma presentation.• Research exhibit fabrication companies; systems to potentially customize and/or utilize for core exhibit.• Create a budget for design production, mounting, signage, maintenance.• Write and produce a “made in Maryland” rack card to accompany exhibit.• Assist Assistance Secretary with fundraising program. Draft letters, send materials, make contact, etc.•

<p>Intern Requirements (Knowledge, skills, and abilities)</p>	<ul style="list-style-type: none"> • Graphic design and/or Marketing coursework or experience • Excellent communication skills required. • Experience with Mac computers/software • Excellent research skills
<p>Preferred Fields of Study (i.e., Finance, Business/Public Administration)</p>	<p>Graphic Design, Business Administration/Marketing or Communications/Public Relations</p>
<p>Designated Contact: To apply, send resume and recent transcript to:</p>	<p>Name and Title: Sandra Jones, Sr. Graphic Designer Street Address: Maryland Department of Business & Economic Development, World Trade Center, 401 East Pratt Street, 9th floor, Baltimore, MD 21202 Phone Number: 410-767-3493 Email Address: sjones@ChooseMaryland.org</p>