



Job Description

POSITION: Marketing Intern
TIME PERIOD: Summer 2019
ORGANIZATION: 16 Tech Community Corporation
REPORTS TO: Chief Operating Officer, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

16 Tech Community Corporation, Inc. is the non-profit organizer and manager of a 60-acre advanced technologies innovation district in downtown Indianapolis, Indiana. The vision for the 16 Tech Innovation District (“16 Tech”) is to create a dynamic urban community for scientific research, technology innovation, entrepreneurial activity, and talent attraction, with a focus on startups and corporations in the bioscience, tech and advanced engineering sectors.

16 Tech will serve both as a signature development project for the new, metropolitan-based 21st century economy of advanced industries and university partners as well as an accelerator for Indiana’s innovation community, catapulting the region to global recognition for cross-sector collaboration and innovation. The City of Indianapolis is a major 16 Tech partner, having appropriated \$55 million of bond financing for infrastructure improvements needed to enable development. 16 Tech has also been awarded more than \$40 million from private foundations for its work.

16 Tech Community Corporation was formed in September 2015 to deliver a new approach to economic growth and innovation in Indianapolis. The 16 Tech Community Corporation is led by a team of five full-time employees. Central Indiana Corporate Partnership (CICP) serves as the employer for the 16 Tech Community Corporation under a shared services agreement.

More information is available at <https://www.16tech.com/>

POSITION OVERVIEW

The Marketing Intern will help further 16 Tech’s mission and vision through various marketing, communication, and event planning projects and responsibilities. This includes the design and development of 16 Tech branded deliverables and content that support efforts to increase awareness of 16 Tech as a transformative project and innovation leader, recruit tenants to the district as well as advance community initiatives including the launch of 16 Tech’s Community Investment Fund.

JOB RESPONSIBILITIES

- Support content generation for external communications and marketing including 16 Tech Community Corporation website, social media, newsletters, and blogs.
- Assist in preparation of proposals for potential tenants and partners in the 16 Tech Innovation District.
- Support communications for the 16 Tech Community Investment Fund including release of grant

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- applications and announcement of grants.
- Update PowerPoint presentations for a variety of stakeholders and speaking events that tell the story of the 16 Tech Innovation District.
 - Support event planning and logistics as needed for speaking engagements, community meetings, real estate promotions, events, etc.
 - Develop templates for future communications and marketing materials.
 - Assist with data entry and development of 16 Tech contact lists.
 - Manage and report against weekly goals, priorities, and objectives to the COO.
 - Provide additional support to the 16 Tech executive team as needed.

QUALIFICATIONS

- College junior, senior or graduate student working toward a degree in marketing, communications or related field and with interest in community and economic development.
- Prior internship experience.
- Proficiency in Adobe Creative Cloud (InDesign, Illustrator, Photoshop) and Microsoft Office welcome.
- Excellent communication skills, both written and verbal.
- High attention to detail and execution.
- Maturity to work within a small, entrepreneurial team; self-driven and goal-oriented, able to work independently and organize own tasks, projects and calendar.

DETAILS

- Manager: Chief Operating Officer, 16 Tech Community Corporation.
Office location: 16 Tech Community Corporation, downtown Indianapolis.
- Hourly wage: \$12.00 for undergraduate, \$14.00 for graduate student.
- Schedule: Up to 30-35 hrs/week; schedule negotiable.
- Employment timeframe: June 2019 - August 2019; exact dates negotiable.
- Interested candidates should send a resume and 1 PowerPoint slide that describes their background and interests to info@16tech.com no later than May 17, 2019.