

On Tap Magazine is an events and entertainment magazine based out of Alexandria, VA with a lot of event work in Northern VA and DC. We need a summer intern to help run and promote events. Duties would include coordinating promotions with different accounts, facilitating events and promotions, and help with other related tasks. Office hours are flexible but there are several night and weekend events that would be required. The work is a lot of fun, very social, and is ideal for someone that wants to get involved in the events or entertainment industry.

**Responsibilities:**

Looking for a fun way to start your career? On Tap Magazine is looking for a Summer Events and Promotions Intern. We are looking for someone that is interested in marketing, promotions and event planning. Must be outgoing, responsible, and enjoy talking to people. If you have these characteristics we would love to meet you!

Some of our events and promotions include: Summer concert series, Summer festivals, beer and wine samplings, apartment building grand openings, On Tap Magazine guerilla marketing.

**The position will focus on the following elements of our business:**

**Promotions:** Helping Promotions Manager to come up with creative and fun promotions for various clients and products. Coordinating dates and times for any promotions with different accounts around the DC area.

**Events:** On Tap hosts several events per month. Your internship will include helping to coordinate event partners, staffing for the event, set up/break down, and helping to manage registration.

**Community Outreach:** Posting to On Tap's web-based calendar, Facebook and Twitter feeds, relevant blogs and community posting boards, hanging posters and distributing flyers and/or postcards.

Office hours are flexible. Ideal candidate would be available 10-15 hours between Monday and Friday to come to our office in Alexandria, VA.

Internship is unpaid, but there are plenty of opportunities to work events and promotions for hourly pay.

**Requirements:**

Must be 21 years or older

Must have good attitude, great energy

Must be able to work weekends and nights

Must have reliable transportation (own vehicle and valid license.)

**To Apply:**

Email your cover letter and resume to [Theresa@ontaponline.com](mailto:Theresa@ontaponline.com)