

UNIVERSITY PRESS OF MISSISSIPPI

MARKETING INTERNSHIP

- assembling review copy materials
- preparing and organizing materials for academic exhibits, sales shows, and the Mississippi Book Festival
- creating graphics, flyers, brochures, and catalogs
- creating and posting social media content
- disseminating news releases and promotional material

Fall and Spring: 25 hours/week | Summer: 40/week

Monthly Stipend: \$500/month, depending on hours worked

To apply, send a resume and cover letter to
Courtney McCreary at cmccreary@mississippi.edu



Marketing Internship

The University Press of Mississippi is seeking applicants for a marketing internship for the Fall, Spring, and Summer semesters. Working with members of the marketing department, the marketing intern helps with the marketing, sales, and publicity of up to 130 new books. This intern will also work with the social media team to communicate the Press's brand, mission, and message through various social media platforms and design elements.

Summer interns should expect to work 40 hours each week for three months. Fall and spring interns should expect to work 25-32 hours each week. The \$500 monthly stipend will vary based on the amount of time worked.

The Marketing Intern will assist with a variety of tasks including, but not limited to, the following:

- managing review contact lists and assembling review copy materials
- disseminating news releases and promotional material via email and traditional mailings
- preparing and organizing materials for academic exhibits, sales shows, and the Mississippi Book Festival
- creating content for the Press's Twitter, Facebook, Instagram, Pinterest, and YouTube accounts as well as the blog
- monitoring the social media calendar
- sharing social media content and promotional materials with authors
- assisting in the creation of flyers, brochures, Constant Contact e-mails, and/or catalogs

Experience with Microsoft Word, Outlook, Excel, social media platforms, and design programs like Canva and inDesign is preferred, but not required.

To apply, please send a cover letter and resume to Publicity and Promotions Manager, Courtney McCreary, at cmccreary@mississippi.edu.

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