



## **16 TECH COMMUNITY CORPORATION JOB DESCRIPTION**

**POSITION:**                    **Marketing Intern**

**STATUS:**                      Non-exempt

**ORGANIZATION:**        16 Tech Community Corporation

**REPORTS TO:**              Digital Marketing Manager, 16 Tech Community Corporation

### **ORGANIZATION OVERVIEW**

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship. Connected to neighborhoods throughout downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home to 300+ entities employing more than 1,200 people. 16 Tech is projected to grow to more than 2.2M square feet of space and 3,000+ jobs. Led by the nonprofit 16 Tech Community Corporation, 16 Tech seeks team members who are motivated by and embody its values:

- Innovation and entrepreneurship: We believe innovation is vital.
- Personal connection: We believe places bring people together.
- Inclusivity: We believe everyone can be an innovator.
- Collaboration: We believe collaboration is a winning strategy.
- Community: We believe it's important to be good neighbors.

### **POSITION OVERVIEW**

The 16 Tech Marketing Intern will play an active and vital role on 16 Tech Community Corporation's marketing team, helping execute the District's strategic brand and vision through content generation and graphic design distributed across a variety of platforms (social media, website, email marketing, etc.).

The marketing intern will:

- Brainstorm and support the creation of social media content for 16 Tech
- Manage 16 Tech online event calendars (including district communication platform, Circle), maintaining accurate data for public events, classes, programs, and trainings
- Submit events/programs to key local organizations (i.e., IndyToday, Downtown Indy Inc., etc.)
- Support visual assets and marketing materials using Adobe Creative Cloud (Photoshop, Illustrator, InDesign, or similar)

- Assist with the creation of Eventbrite pages for various district events
- Help support onsite events as needed
- Assist with various administrative duties

Applications must include a portfolio of work (content creation, design, etc.).

An ideal candidate will demonstrate interest in marketing and content creation. The candidate will be passionate about creative ideas and social media marketing. The candidate will be a self-starter who desires to learn and grow with every project.

#### QUALIFICATIONS, SKILLS, & ABILITIES

- College junior/ senior or equivalent work experience preferred
- Prior internship preferred
- Photography/videography or prior social media management is a plus
- Individual with an interest or background in marketing/content creation preferred, but not a requirement
- Knowledge of social media platforms
- Knowledge of Adobe Creative Cloud is a plus
- Written and verbal communication skills
- High attention to detail and execution
- Maturity to work as part of a small, entrepreneurial team
- Self-driven and goal-oriented, able to work independently and organize own tasks, projects, and calendar
- Self-reflective and willing to learn from mistakes and by asking questions

#### DETAILS

- Hours: 15-20 hours per week
- Compensation: \$18/hour
- Employment timeframe: June – August 2026

To apply for this internship, please submit a cover letter and resume at [16 Tech.com](https://www.16tech.com).

Applications will be reviewed on a rolling basis.

16 Tech Community Corporation is an equal opportunity employer. We are committed to creating a welcoming and inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.

We are committed to providing reasonable accommodations to qualified individuals with disabilities in the application process. If you need assistance or an accommodation due to a disability, please contact us at [careers@16tech.com](mailto:careers@16tech.com).

Questions about this opportunity? Contact Averii Hittle at [ahittle@16tech.com](mailto:ahittle@16tech.com)