

## Marketing Intern Job Description

**Company:** Trivium Interactive, LLC

**Location:** Boston, MA

Trivium Interactive LLC, a women-owned media interactive design and production firm in Boston's historic North End, is looking for a marketing intern for Fall 2025. This is a great opportunity to work on a wide range of marketing projects, gain exposure to cross functional collaboration, and receive mentorship from the Marketing Coordinator.

The Marketing Intern will assist with all marketing-related tasks:

- Researching and assessing new leads
- Ensuring a social media presence on LinkedIn and Instagram, and Email blasts
- Writing copy for web
- Assisting on the layout and collating of proposals; taking notes during proposal discussion meetings
- Refining project sheets, presentation decks, and gather other marketing collateral for principals to make presentations
- Organizing marketing folders in DropBox
- Other marketing related tasks as needed

In addition, Interns are asked to help us with Quality Assurance testing of our exhibits before they are installed.

This is a dynamic internship in a small, rapidly growing young office; we move quickly and have a lot going on. Our clients are museums, visitor centers, and corporate headquarters. We design and develop unique exhibits for every project – so there is always something new and exciting to work on!

**Rate:** \$18/hr, 20-25 hours per week

Check out our work at our website, <http://www.triviuminteractive.com/>

Please submit a **PDF** of your **resume**, **cover letter**, and, if applicable, an example of a social media account you've managed or a writing sample to [internships@triviuminteractive.com](mailto:internships@triviuminteractive.com).