

`Round the Mountain: Southwest Virginia's Artisan Network
Intern Project

Preferred Major: Marketing, Journalism or English
Hours per week: 8-10
Length of internship: 2 semesters (flexible)
Schedule: After initial orientation to project, a flexible schedule can be arranged including working from home. Some weeknight/weekend work will be needed.
Work Site Location: `Round the Mountain: Southwest Virginia's Artisan Network
851 French Moore Jr. Blvd.
Suite 145
Abingdon, VA 24210
276.492.2080
dblackburn@roundthemountain.org

Ideal candidate will have excellent writing skills, people skills, interviewing skills a plus, and proficiency in Microsoft Office (Word, Excel, and/or Access). Strong organizational skills a must. Experience/knowledge of crafts a plus.

Member Profile Enhancement Project - `Round the Mountain is a membership organization targeting the regions artisans, farms and craft venues. A benefit of membership is a short "profile" page on the RTM website for each member which includes contact information, a description of their work, where their work can be purchased, professional affiliations, etc. and an image of their work. Members are responsible for inputting their own information and some have done a very good job of providing very good descriptions, downloaded great images (and some not so great but they are images) and have maximized all of the components of their profile page. However, many of our members have incomplete information. That's where we need to help them.

We need for someone to go through our membership and trail site profile pages to identify which members need additional information; contact those members and work with them to come up with great descriptions, make sure all fields are complete, ensure there are keywords entered to benefit the member when a visitor does a keyword search, upload images of their work, etc. This project might be good for journalism major, an English major or just a creative person that is a good people person.