



## **BioMarketplace.com Marketing & Communications Internship & Mentorship**

Are you looking for an internship? Do you have an entrepreneurial spirit and a creative mind? Are you fascinated by the life sciences, technology, ecommerce and Silicon Valley? If you answered yes to all of these, you just may be the next BioMarketplace intern!

### **About BioMarketplace.com**

BioMarketplace is a company with a mission to change the world by doing our part to advance science and save lives. BioMarketplace.com is an e-commerce platform designed for professionals and organizations in the life sciences industry. Whether our clients are looking for biologics for their research projects, lab services to cut down on their workload and costs, business and regulatory services to help keep their practices on the up-and-up, or more, BioMarketplace.com is quickly developing into the go-to, one-stop shop for all of their industry needs. We serve the life sciences market best by putting the solutions they need at their fingertips, with the push of a button.

### **Our Team**

The BioMarketplace.com team is close-knit, which means you'll get the training and attention you crave. You'll work side-by-side with a dedicated team member who will show you the ropes, engage with you, and help you develop as a professional and a contributor to society. All we ask of you is that you bring your creativity and classroom knowledge, contribute your ideas and be determined to soak up as much learning potential as you can from this experience. We want to help you discover what your contribution to the world will be.

### **How You Will Contribute & Grow**

- Participate in brainstorming sessions and bring creative ideas to the table.
- Learn how to navigate the various data points that go along with digital marketing, and how to find and track it all. Don't worry, you won't be left to do this all on your own!
- Practice your PR skills with exercises in lead writing, and release and distribution resource development.
- Practice your advertising and marketing skills by assisting in the production of advertisements and promotional materials.
- Practice your Social Media management skills on a professional level. You'll be given the opportunity to create targeted messages with humor, and hone your skills for creating the perfect balance of information and entertainment. You'll also get to experience an in-depth view of the social media landscape and how it all works from an enterprise point of view.

# BIO Marketplace™

- Hone your research skills by contributing to our content pool of incredible life science news, and;
- Tailor your organizational skills by assisting with tracking, formatting and archiving reviews and other media.

Is there something else you are interested in getting your toes wet with, too? Let us know! We love new ideas!

## **Training & Development**

The BioMarketplace marketing & communications intern will receive ongoing informal training as needed. Additionally, our team participates in market training for the markets we serve. This type of training allows us to always be up-to-date on how to best communicate with and reach our target audiences. Interns are invited to participate in these and other informal training sessions, which often are held over a catered office luncheon.

A BioMarketplace internship is anything but your typical internship. Our interns are paired up with a dedicated team member and they are encouraged to develop a mentor/mentee relationship that allows for open discussion and training of the finer points of professionalism and the workplace. We want our interns to get the most out of their time with us, and we encourage them to ask the questions they're normally hesitant to ask. We were all beginners once, and at BioMarketplace we take pride in doing our part to help mold the leaders of tomorrow.

## **Who We Are Looking For**

Our ideal marketing & communications intern will be an energetic and inventive self-starter, social media/web-savvy, and brimming with ideas about creative ways to attract and engage scientific communities. This person:

- Is passionate about advancing science and discovery
- Is a dedicated communicator with superior written and verbal skills, and an attention to detail that is out of this world
- Has excellent computer skills with an understanding of social media & experience with Microsoft Office Suite
- Is organized, dependable, flexible, and able to maintain strict confidentiality
- Is able to work independently and as part of a team
- Is able to remain calm under pressure and meet or exceed deadlines
- Is able and eager to develop into a professional who still knows how to have fun at work.

# BIO Marketplace™

In addition, while these skills are not required, we would love to bring someone on-board who has new media skills, such as:

- Video shooting/design/editing
- Graphic design
- Blog design and layout
- Digital advertising knowledge

## **The Nuts & Bolts**

Interns are asked to commit 15 – 20 hours per week for the duration of the semester in our downtown Oklahoma City office, between the hours of 8 a.m. and 5 p.m., Monday through Friday. We offer flexible scheduling and will work with you to make sure that your internship experience is an addition to your education, not a distraction from it. This is a **paid** internship offering competitive compensation based on experience. Course credit is available and on-site covered parking is paid. This is an internship, not a trial employment period, and we are prohibited from guaranteeing employment at the end of your internship. Our office is located at 755 Research Parkway, Suite 515, Oklahoma City, Okla.

## **How to Apply**

We want to see who you are! Send us your best hire-me pitch as a pdf, or better yet, as a cover-video. Send your pitch, along with your resume and two writing samples (pdf) to [rockstar@biomarketplace.com](mailto:rockstar@biomarketplace.com), with the subject line: “Marketing Intern Application – Summer 2016”. If you have design samples, go ahead and send one or two of those along, too. We want to see what you’re workin’ with!

Summer 2016 intern applications are being accepted on a rolling basis until the position is filled, so get yours in ASAP.