



## Event Production Internship Summer 2017

### Internship Description:

The events intern will assist in the ideation, production, and execution of events throughout the summer including attending staff and sponsor/partner meetings, assisting with setup and breakdown of events, and working the registration table throughout the course of the events.

### Candidates must:

- Have prior experience in event production and execution.
- Commit to working some weekends and weeknights.
- Be able to lift up to 40 lbs.
- Be proficient in Wordpress, Eventbrite, and Google Drive.
- Have problem solving skills.
- Have strong interpersonal, verbal, and written communication skills.
- Be familiar with creating online and printed graphic materials.

### Events and task examples:

#### Night Market | June 14, July 12, August 16, September 13

- Attend sponsor and partner planning meetings prior to event
- Order supplies prior to event (dumpster/bathrooms/beer garden tables/etc.)
- Assist with setup and takedown
- Coordinate cleaning crew and security
- Help with vendor load in / load out
- Work info table
- Be on call to help with a vendor, sponsor, or performance

#### Urban Island Beach Party | August 5th

- Assist with setup and takedown
- Coordinate food and beverage
- Coordinate music and performances
- Assist with bike valet, kayak coordination
- Assist with vendor orders (tents/fences/bathrooms/dumpster)
- Coordinate cleaning crew and security
- Be on call to help with a vendor, sponsor, or performance

### Weekly Goals & Timeline:

- Complete assigned Asana tasks for the week
- Complete daily FOD's (facts of the day)
- Summer session | June 1st - September 30th, Average 15 hours a week

**Compensation:** \$1000/month