

**Parks and Recreation Department**  
**Event Intern**  
**Fall 2017**

FLSA Status: Non-Exempt

**General Definition of Internship**

The Event Intern will assist the Parks team in event planning and coordination, event production assistance, and future event research as well as any other related tasks as apparent or assigned. This internship is a learning opportunity for the student. The student will learn multiple aspects of Event Management including pre-planning, budgeting, logistic management, onsite setup and teardown, and event wrap-up. Internship is performed under the supervision of the Community Event Managers and Parks Director. This internship is full time with a desired start date of Monday, August 14 through Friday, December 8. Dates and hours are flexible. This internship is unpaid.

**Qualification Requirements**

*To perform this internship successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions**

- Assists with organizing, planning, and implementing Fireside Tales Event Series
- Assists Community Outreach Manager in organizing guest list, location, catering and awards for annual Partner Celebration Banquet
- Assists in planning logistics for Business Lighting Competition
- Assists in surveying attendees at Fall events
- Assists in organizing event needs for Amigos de Westfield, Voices from the Past, Grand Junction Derby, Barktoberfest and Westfield in Lights events
- Assists in organizing, planning, and implementing Fall Bingo Brunch events
- Assists in creating signage, circulars, online promotion, posters etc.
- Assists in the distribution or delivery of marketing materials
- Assists in website maintenance
- Assists in designing social media campaigns for each event
- Assists in conducting online research and outreach for Fall events
- Assists in compiling contact lists

**Knowledge, Skills and Abilities**

Students applying for this internship must have strong communication skills and should be majoring in Event Management, Marketing, Communications, or Business. Applicants should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position. This intern should be prepared to work in a fast-paced team environment, and will finish the

internship having gained broad experience in various aspects of event management.

### **Education and Experience**

Working towards a bachelor's degree in Event Management, Marketing, Communications, or Business.

### **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the State of Indiana  
CPR Certification  
First Aid Certification